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WELCOME and INTRODUCTION

I would like to welcome the students and parents to Claremore Public Schools and assure you that every effort will be made by the administration and faculty to insure a quality education for every student. The traditions at Claremore High School are well established in the academic and extracurricular areas which are evident by the local, state and national winners we have each year. I hope that every student will take the time to become a member of an organization or athletic team and help add to our Zebra traditions. We intend for Claremore High School to have a positive impact on your life and create memories that will last forever.

Kerri Garroutte, Principal

MISSION

Claremore High School will ensure high levels of learning in ALL areas and prepare ALL students with skills for success.

VISION

Claremore High School will encourage, empower, and educate ALL students to become lifelong learners and productive members of society

MOTTO

Excellence for all...Excellence from all.

CLAREMORE PUBLIC SCHOOLS BELIEFS

WE BELIEVE THAT:

- Mutual respect enhances learning opportunities.
- Parents and teachers are partners.
- All students 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 students 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 students 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!

GRADUATES OF CHS WILL BE

- **Effective communicators** who can speak and write appropriately to communicate factual information and ideas.
- **Critical thinkers**, who can look at a problem, understand the necessary tools and resources available, plan how to solve it, and execute the plan.
- **Responsible learners** who have the motivation for lifelong learning.
- **Self-directed learners** who establish and pursue a goal.
- **Creative thinkers** who can suggest and implement a new idea.
- **Cooperative citizens** who interact effectively within a diverse society to solve collective problems.
- **Conscientious citizens** with caring attitudes who display responsibility, honesty and integrity to improve the quality of life in their social and natural environment.
- **Productive individuals** who can combine all these characteristics with the knowledge/skill base they learned in school to complete tasks.

We will achieve these outcomes with this three-part foundation:

- **Basic Skills:** Reading, writing, performing mathematical operations, listening and speaking.
Reading – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
Writing – communicates thoughts, ideas, information, and messages in writing; and creates document such as

letters, directions, manuals, reports, graphs, and flowcharts.

Mathematics – analyzes data, chooses an appropriate technique to solve a problem, and correctly performs the necessary computation.

Listening – receives, attends to, interprets, and responds to verbal messages and other cues

Speaking – organizes ideas and communicates orally.

- **Thinking Skills:** Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

Creative Thinking – generates new ideas.

Decision Making – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.

Problem Solving – recognizes problems and devices and implements plan of action.

Seeing Things in the Mind’s Eye – organizes, and processes symbols, pictures graphs, objects, and other information.

Knowing How to Learn – uses efficient learning techniques to acquire and apply new knowledge and skills – becomes a lifelong learner.

Reasoning – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

- **Personal Qualities:** Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.

Responsibility – exerts a high level of effort towards a goal and perseveres.

Self-Esteem – values self-worth and maintains a positive view of self.

Sociability – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings: know his/her heritage and the heritage of other cultures and have discovered the interconnectivity of our world.

Self-Management – assess self accurately, sets personal goals, monitors progress, and exhibits self-control.

Integrity/Honesty – chooses ethical courses of action.

2019-2020 Bell Schedule

MONDAY-THURSDAY		MONDAY-THURSDAY	
1st	8:15 - 9:40	1st	8:15 - 9:40
ENCORE	9:45 - 10:25	ENCORE	9:45 - 10:25
2nd	10:30 - 11:55	2nd	10:30 - 11:55
LUNCH 1	11:55 - 12:25	3rd	12:00 - 12:30
3rd	12:30 - 1:55	LUNCH 2	12:30 - 1:00
4th	2:00 - 3:25	3rd	1:05 - 1:55
		4th	2:00 - 3:25
EARLY OUT FRIDAY		EARLY OUT FRIDAY	
1st	8:15 - 9:25	1st	8:15 - 9:25
ENCORE	9:30- 10:10	ENCORE	9:30- 10:10
2nd	10:15 - 11:25	2nd	10:15 - 11:25
LUNCH 1	11:25 - 11:55	3rd	11:30 - 12:05
3rd	12:00 - 1:10	LUNCH 2	12:05 - 12:35
4th	1:15 - 2:30	3rd	12:40 - 1:10
TEAM TIME	2:30 - 3:25	4th	1:15 - 2:30
		TEAM TIME	2:30 - 3:25

TERMS AND DEFINITIONS

BLOCK → One nine week period of instruction at the end of which one half (1/2) unit is awarded. **Each block grade is a permanent transcript grade.**

TERM → A two-block period of instruction at the end of which one unit is awarded. The school year is divided into two "Terms." Term One consists of blocks one and two. Term Two consists of blocks three and four.

ENCORE → A 40 minute period of time in between first and second period in which all students will attend. Encore will be utilized for intervention, enrichment, tutoring, make-up work, retesting, club meetings, etc..

EARLY OUT FRIDAYS

Students will be dismissed at 2:30 pm on Early Out Fridays. Teachers will utilize this time to work in teams to collaborate in ongoing collective inquiry and action research in order to achieve better results for the students they serve. We believe the key to improved learning for students is continuous, job-embedded learning for educators.

CLOSING DUE TO INCLEMENT WEATHER

Every effort will be made to notify the parents and students through the automated calling system. Also, parents and students may listen to the TV stations for notification of school closing due to ice or snow. Announcements will be made beginning at 6:30 a.m. School will not be dismissed early due to weather conditions.

CLAREMORE HIGH SCHOOL POLICY: ACADEMICS

GRADING POLICY – JUNIOR HIGH AND SENIOR HIGH

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

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

- Advanced Placement classes will be weighted at 5.0. Honors and Pre-AP classes will be weighted at 4.5.
- High school mid-block percentages shall be determined from daily assignments, homework, special assignments, class participation and tests. Teachers are required to record at least two grades per week per student.
- High school block grades shall be determined as follows: 80% block percentage and 20% for test administered at the end of the block.
- All written work and tests affecting the grade shall be returned to the student within ten (10) school days for review, evaluation, and any intervention 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.
- All grades will be final and unappealable at the conclusion of the following block.

AWARDS POLICY

Department chairs will be responsible for organizing and implementing criteria and selecting students that are to be recognized for academic awards. These awards include but are not limited to the following: "Z" Awards, Outstanding Student Awards, etc. In the event that faculty members are unable to arrive at a decision, the principal will be consulted

INCENTIVES FOR BLOCK TEST EXEMPTIONS

Attendance Incentive:

At the completion of the 2nd and 4th blocks, students who meet the following attendance and grade criteria on an individual class basis, will be exempt from their block test in that specific class:

One (1) Absence total throughout the whole Term and a "C" (70) or above average

Two (2) Absences total throughout the whole Term and a "B" (80) or above average

Three (3) Absences total throughout the whole Term and an "A" (90) or above average

** **All** absence types are included in the total, with the exception of School Business (SB) absences. Students who are suspended for any reason (in-house, out-of-school suspensions, or disciplinary homebound) are not eligible for the incentive for that period, that term.

Senior ACT Test Incentive:

Students (seniors) who take the ACT Exam during the 1st Term of their Senior year, or who have already received a composite score of 28 or above, will be exempt from their 3rd Block Tests in each class that they have at least “C” average.

GRADUATION REQUIREMENTS

College Prep/Work Ready: World Language or Computer Technology Option	Standard Graduation Option
<p>Graduation candidates must meet the following criteria:</p> <ul style="list-style-type: none"> ● 4 units English (No substitutes and taken in level sequence) ● 4 units mathematics Algebra A & B, Algebra C & D, geometry, and Algebra II ● 4 units Social Studies (No substitutes and taken in grade level sequence) ● 3 units Science (Taken in sequence) Physical Science, Biology, Science elective ● 1 unit Fine Art ● 2 units of the same World Language OR 2 of Computer Technology ● 10 units of Electives ● Complete a norm-referenced assessment in order to graduate. The norm-referenced assessments include but are not limited to: ACT, PreACT, SAT, PSAT, ASVAB, EOI, or Advanced Placement Test. ● 28 UNITS TO MEET GRADUATION REQUIREMENT <p>All students must meet Personal Financial Literacy, ICAP, and CPR Requirements</p>	<p>Graduation candidates must meet the following criteria:</p> <ul style="list-style-type: none"> ● 4 units English (No substitutes and taken in level sequence) ● 4 units mathematics (Taken in sequence) Algebra A & B, Algebra C & D, and two more maths of a higher level ● 4 units Social Studies (No substitutes and taken in grade level sequence) ● 3 units Science (Taken in sequence) Physical Science, Biology, Science elective ● 1 unit Fine Arts ● 1 unit Computer Technology ● 11 units of Electives ● Complete a norm-referenced assessment in order to graduate. The norm-referenced assessments include but are not limited to: ACT, PreACT, SAT, PSAT, ASVAB, EOI, or Advanced Placement Test. ● 28 UNITS TO MEET GRADUATION REQUIREMENT <p>All students must meet Personal Financial Literacy, ICAP, and CPR Requirements</p>

Plus 4 additional elective units = **32 Total Units**

Students must meet all graduation requirements to participate in the graduation ceremony.

CREDIT RECOVERY

Students who have failed a course and want intervention and to recover the credit may attempt “Credit Recovery” through CHS’s Edgenuity Software and Computer Lab. To enroll in this program, students and parents/guardians are responsible to contact their respective counselor and request the information and criteria required to participate.

PROFICIENCY BASED EXAMINATION

Students are allowed to test out of courses or whole grades. The tests are available in all six core subject areas.

Some tests require student demonstrations and/or portfolios. A 90% score is required on all testing and other material. Students demonstrating proficiency in a core curriculum area will be given unweighted credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. For information contact the building principal or counselor.

PROMOTION POLICY

To promote to 10th grade:

- Earned 4 units
- 2 of the 4 units must be from graduation requirements excluding electives
- 1 unit must be made up of English I and/or OK History/Geography

To promote to 11th grade

- Earned 12 units
- 2 units must be made up of English II, World History, and/or Algebra I A & B

To promote to 12th grade:

- Earned 20 units
- 1 unit must be made up of English III and/or US History
- Passed Algebra I

EARLY GRADUATION OPTION

Graduating in December is an opportunity afforded to students who have extenuating circumstances in their life that would necessitate leaving high school early. Consideration for circumstances is given to all who apply, however, submitting this application does not guarantee that early graduation will be approved. Graduating early may interfere/limit scholarships and grants to attend college or post-secondary opportunities.

To apply for early graduation, a senior must:

- Submit application by the Spring ZAP session of the Junior year.
- Earned 24 Units
- Complete a norm-referenced assessment in order to graduate. The norm-referenced assessments include but are not limited to: ACT, PreACT, SAT, PSAT, ASVAB, EOI, or Advanced Placement Test.

Claremore High School initiated an Early Graduation Policy for seniors. It states: Seniors may graduate at the term providing they have met all requirements for graduation. Students may attend the following activities following graduation from school: Prom, Baccalaureate, Commencement and the Graduation Party. Students may not participate in any OSSAA activities or events (there is an exception for FFA students, see FFA instructor). Students may be named a Valedictorian provided they comply with all of the requirements of the Valedictory Candidate Policy at the end of the Term preceding the date of graduation and have received a composite score of 28 or greater on their ACT exam. Early graduating seniors are not eligible to speak at graduation.

VALEDICTORIAN and SALUTATORIAN CANDIDATE POLICY starting class of 2021

- Candidate must have successfully completed graduation requirements with all course work at or above grade level.
- Candidate must have attained a 4.0 weighted grade point average (GPA) or better by the end of the third block of senior year.
- Candidate must have completed 8 units of weighted courses (Honors, Pre-AP or AP) from four (4) of the following curriculum areas: Language Arts, Mathematics, Social Studies, Science, World Language, and/or Fine Arts.
- Of these 8 units, candidate must have completed a minimum of four AP courses from three different curriculum areas.
- Candidate must have received no final grade lower than a 'B' in any course – (exception: 'C's' in AP courses which are equivalent to a 'B')
- ACT score must be 26 or greater, or meet all 4 benchmarks set by ACT for senior year(National Test Only), or SAT score of 1240 or greater
- It is recommended to enroll in honors level coursework beginning freshman year.

For the purpose of aiding students who are applying to colleges for admission and scholarships, a tentative class ranking will be issued at the end of Term 1 of each year. A final calculation, for the purpose of naming the Valedictorian and

Salutatorian candidates, will be made at the end of the third block of senior year. The top four students will be named Valedictorian and shall speak at graduation. The remaining students that meet this criteria will be named Salutatorian.

VALEDICTORIAN GRADUATION SPEAKER

The students selected to speak at graduation will be the four (4) top students in the class with the highest weighted grade point averages who have successfully met all the requirements for Valedictorian. Students who choose to graduate early will not be eligible for Valedictorian as they will finish with less units. However, they can be a Salutatorian.

CONCURRENT COLLEGE ENROLLMENT

Requirements for Enrollment

An 11th or 12th grade student may, if he or she meets the requirements be admitted provisionally to a college as a special student. Requirements for Rogers State are outlined below:

Seniors:

19 ACT or 3.0 GPA and rank in top 50%. (Must have a 19 ACT subject area score to enroll in corresponding subject area, i.e.: to enroll in Freshman Comp, must have a 19 in the English section of the ACT.

Juniors:

20 ACT or 1020 SAT or 3.0 GPA. (Must also have a 19 in the subject area to take corresponding class.) Students who wish to enroll concurrently at other High Education Institutions must meet the admissions requirement for the school in which they are enrolling.

Number of Hours a Student may take

In accordance with Oklahoma State Department of Education guidelines a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Juniors are allowed to take one concurrent class per term, and seniors are allowed to take two concurrent classes per term.

Academic Credit

Additionally Senate Bill 290 states that school districts shall provide academic credit for concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Those not listed count as elective credit. The following higher education courses commonly taken through concurrent enrollment have been reviewed by the OSDE and approved for credit:

College Algebra	1 unit High School Algebra II	Chemistry I	1 unit H S Chemistry
General Biology	1 unit High School Biology II	Am. Hist. to 1877	½ unit H.S. U.S. History
General Botany	1 unit High School Biology	Am. Hist. from 1877	½ unit H.S. U.S. History
English Composition I	½ unit English IV	Intro to Geography	½ unit H.S. World Geog.
English Composition II	½ unit English IV	Am. Federal Gov't	½ unit H.S. Am. Gov't
Intro to Chemistry	1 unit HS Chemistry	Introduction to Speech	½ unit H.S. Speech

UNITS

The chart above explains whether the unit will be considered a half or whole unit. If the course is not listed on the above chart, the type of unit and amount of credit shall be determined by the High School Principal or his designee.

Time of Day Students may take College Courses

If a student is attending during school hours, then he/she must sign up for a class at a time that doesn't conflict with the high school bell schedule. **Students should return in time to get back to the high school without being tardy.**

GPA

The unit **will** be recorded on the student's transcript as an on- level class (no weighting). **The unit will be counted in the GPA.** If the student desires to have weighted credit, then he/she will be required to score a 3 or above on the AP test in the Spring provided there is a test available in that subject. If there is no AP test available, then the credit will not be weighted. **Note to Seniors** – AP scores do not come out until the middle of July. Therefore, any changes to the GPA or valedictorian status will not be altered until this time.

TUITION

Although tuition is covered by RSU for concurrent students, books and fees do apply. These costs range between \$200-\$500 per class.

GRADE CHECK ONLINE

Students and parents will have access to student information online through a web-based program. The procedures to access this information will be given to the students as soon as possible after the start of the school year. If the internet is not an option for parents, they may also contact the student's counselor and request that a grade check be mailed to them.

TEXTBOOKS

All basic textbooks for required classes 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.

ENCORE

Encore is between first and second period, and it provides an opportunity for any student to receive intervention, enrichment, tutoring, make-up work, retesting, club meetings, etc.. All students must attend an encore class and can freely choose which class he/she will attend. Any student that is assigned encore is required to report to that particular class. Any student with a D or F in a class will be assigned encore to help with understanding the concepts and homework assignments. Students who have been absent are encouraged to pick up or complete make-up assignments and tests during encore. Retests may also be completed during encore. Teachers may assign encore for intervention or enrichment purposes.

RETESTING POLICY

The Board of Education believes that all students can learn at high levels. Therefore, the following assessment procedures are considered the minimum standard of practice.

For all students in Claremore School District:

1. Lesson planning will be aligned to the essential standards drawn from the Oklahoma state standards and ACT.
2. 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.
3. Completion of required qualifiers must be met before the student is allowed an opportunity for reassessment.
4. The qualifiers and reassessment/retesting must be completed in a timely manner at the teacher's discretion.
5. To ensure student learning, all students shall be given the opportunity to retest any exam (excluding finals).
6. The better of the two (initial test and retest) test scores will be counted.
7. Only one retest per test.

For secondary students, 7th-12th:

- 8. No retest on block (9 weeks), term, or semester tests.
- 9. Secondary teachers will state their course reassessment practice in their syllabi, which will be given to each student at the beginning of the school year or the beginning of each term (block scheduling).

This is a minimum criterion for the reassessment practice. This policy does not limit the teacher to other means of reassessment.

IMPORTANT TEST DATES

Advanced Placement (AP) 2020 Exam Dates

Students may earn college credit by scoring well on the AP exam at the completion of the AP class.

May 4	US Government
May 5	Calculus
May 6	English Literature and Composition, European History
May 7	Chemistry
May 8	US History, Studio Art
May 11	Biology
May 12	Spanish Language and Culture, Psychology
May 13	English Language and Composition
May 15	Statistics

2019-2020 Test Dates (National)

Test Date	Registration Deadline	(Late Fee Required)
September 14, 2019	August 16, 2019	August 17-30, 2019
October 26, 2019	September 20, 2019	September 21-October 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
April 4, 2020	February 28, 2020	February 29-March 13, 2020
June 13, 2020	May 8, 2020	May 9-22, 2020
July 18, 2020*	June 19, 2020	June 20-26, 2020

STUDENT INFORMATION

SCHOOL PHONE USAGE POLICY

In case of an emergency, students may use the office phone with the assistance of a secretary, and parents who need to contact their child may do so by calling 918-923-4211.

LUNCH BREAK PROCEDURES AND CLOSED CAMPUS

Claremore High School will follow a closed campus policy. No student will be allowed to leave for lunch unless he/she is checked out by a parent/guardian who accompanies them off campus. However, students classified

as a senior or junior may be granted off campus privileges at the discretion of the principal. Any student violating this policy will be considered truant and will be assigned the appropriate penalty for truancy. The criteria for Senior and Junior lunch privileges are as follows:

Seniors and Juniors will be allowed to leave campus (with parent permission) for lunch provided the following rules are not violated:

1. Seniors and Juniors must have the "Open Campus" permission form on file in the attendance office.
2. Seniors and Juniors must not allow Freshmen or Sophomores to accompany them off-campus. (This will result in losing the off-campus lunch privilege).
3. Seniors and Juniors must have their CHS student ID with the appropriate sticker attached with them at all times.

Administrators have the authority to revoke the off-campus lunch privilege of any student for violating the above rules, poor behavior, traffic violations during lunch, or lack of attendance.

STUDENT AREA DURING LUNCH

Student area during lunch is restricted to the cafeteria commons area. Upon administrator's discretion, students may assemble in the outside area in the front entrance to no farther than the flag pole. All other areas on campus including the **parking lots are unauthorized areas**. Any student in an unauthorized area shall receive a warning for the 1st offense and In-House Detention for any further offenses.

LUNCH MEAL COSTS

Lunch:	Students - \$3.15	Adults - \$3.40
Breakfast:	Students - \$1.45	Adults - \$1.90

FREE AND REDUCED LUNCH

High school students who qualify for free or reduced lunches may receive free or reduced fees for other opportunities such as:

- 2 free ACT tests
- A reduced fee for AP tests
- Need-based grants and scholarships for college
- Credit Recovery
- JOM students qualify for \$25.00 waiver to help with graduation cap and gown
- Fee Waivers for college applications
- Oklahoma's Promise

FOOD AND DRINK

Food and drink may be allowed in classrooms with teacher permission. Cafeteria food must be consumed in the cafeteria, but packaged snack foods may be consumed in the student center. Outside food and drink must be consumed in the cafeteria.

HALL PASSES

A hallway pass provided by the teacher will be required of each student who leaves a classroom during class time. Anyone in the hall during this time without a pass and ID is subject to disciplinary action. Passes may be assigned for restroom, library, a counselor's office, and the principal's office. Students should not request a pass to the snack machines during class.

STUDENT IDENTIFICATION and ID CARDS

Students will be provided an ID card at the beginning of the school year. The card will be used to identify students to any school employee, to take five star attendance during encore and events, and to insure the safety of all students and staff. **To help maintain a safe environment, all students must have their ID in their possession at all times during the school day.** Students may replace lost or damaged identification cards for a nominal fee.

CELL PHONE POLICY

Cell/Wireless mobile devices are not authorized for use during class time unless the teachers approve the use for instructional purposes. Students may use phones before or after class or during lunch and should be kept on silent operation. Unauthorized use of cell phones will be viewed as a classroom disruption and will be

recorded on the student's discipline record. Claremore High School is not responsible for stolen phones. Any cell phones that are confiscated will remain with the teacher until the end of the period. (70 O.S. § 24-101.1)

STUDENT USE FEE & LOCKERS

A \$5.00 fee is required of each student. This fee helps defray the cost of parking permits, locker maintenance, locks, student ID, and student handbooks. Students are encouraged to utilize a school provided locker and lock. Keep the lock combination to yourself. Students are held responsible for the contents of their lockers. Use only the locker and lock assigned to you. The school cannot be held responsible for items missing from lockers. If you are unable to operate your lock, report it to the office. Lockers are subject to inspection by school authorities. Going to a locker is not an excuse for tardiness. Students have no reasonable expectation of privacy in school lockers, desks, or any other school property.

COUNSELING

Counselors are present on the campus to assist students with personal and academic problems. Conferences can be arranged by informing any teacher or office personnel that you wish to speak to the counselor. Parents may call the counselor and make an appointment to discuss their child's program. Students and parents are strongly encouraged to utilize our counseling services.

SCHEDULE CHANGES

A student wishing to change his/her schedule must obtain a Schedule Change Form from his/her counselor, have it completed (including required signatures), and return it to the counselor within the first 5 days if in Blocks 1 and 3 or within the first 3 days if in Blocks 2 and 4. Students may change their schedule for the following reasons only:

1. to make up failures
2. computer error
3. outside credit earned
4. misplacement due to lack of prerequisite or background
5. to a listed alternate with parent or principal permission

CLAREMORE HIGH SCHOOL ORGANIZATIONS AND ACTIVITIES

Student Council	Young Republicans
National Honor Society	Marching Band & Colorguard; Winterguard
French Club	Jazz Band
Spanish Club	Cheerleading (Varsity/9 th Grade)
Math Club	Dance Team
Mu Alpha Theta Honorary	Mixed Chorus
Dead Poets Society	Girls Choir
ACS Chemistry Club	Yearbook
Art Club	Competitive Drama
FFA	National Forensics League
Native American Club	Academic Bowl
FCCLA	Navy Junior ROTC
Psychology Club	Competitive Athletics
Christian Fellowship & Leadership Club	SAGA
Young Democrats	Fellowship of Christian Athletes
SPARK	FUZE
SADD	Knitting Club

STUDENT GOVERNMENT

- The Student Council is the most important form of student government. Its purpose is to enlighten the students of the school activities and to propose any new legislation (to be approved by the Principal, Superintendent, or School Board) which the students feel is necessary. Of course, all new legislation proposed to the Principal, Superintendent, or School Board does not always pass. These people have to decide whether or not this new legislation is necessary to the school, or whether it would be beneficial to

the majority of the student body.

- The Student Council Representatives will attend all student council meetings. Student Council Representatives are required to maintain a grade point average of 3.0, which will be monitored by the sponsor.
- The Student Council will provide activities to raise money, to boost the student morale, and to establish an atmosphere of harmony. **Support your Student Council** – and make Claremore High School the best it has ever been or will be.
- Election of Student Council officers is in Block IV of each year.

SELECTIVE MEMBERSHIP

- Student Council
- State Honor Society
- National Honor Society

Prerequisites for students:

- Procure interest inventory form from the NHS sponsor.
- Check GPA with counselor.
- Complete and return inventory by deadline.
- Faculty and committee will evaluate on character, leadership, scholarship, and service.
- Grades 10-12

ROYALTY

Every year at Claremore High School, the students elect queens for football, basketball, wrestling, band, and choir. A student may serve any number of times as an attendant, but only once as a queen or king.

EXTRACURRICULAR POLICY

ALTERNATIVE LEARNING

Any student who chooses to attend our Alternative Learning School is eligible to participate in extracurricular activities.

Any student, who is placed at Alternative Learning, due to disciplinary reasons, is ineligible to participate in extracurricular activities during that time period. The Alternative Learning Director will make a recommendation to the site principal. The recommendation will be based upon the following: behavior, grades, and attendance of the student during that time period. After reviewing the recommendation the site principal may declare the student eligible to participate.

VIRTUAL SCHOOL

Virtual school students are not eligible to participate in any extracurricular activities associated with Claremore High School.

CLAREMORE HIGH SCHOOL STUDENT SAFETY

PROCEDURES FOR FIRE ALARM

FIRE ALARM –High pitched alarm. Check the school map in each classroom for exits to be used. Do not return inside the building until it is declared safe.

PROCEDURES FOR TORNADO ALARM

ANNOUNCEMENT

The classroom teacher will be responsible for the following steps.

1. To inform students of the difference between a tornado watch and tornado warning.
2. To make students aware of the “take cover plan” for their classroom.
3. To instill a serious attitude toward tornado warning alarms.
4. To lead his/her students to the designated area of cover in an orderly manner. Moving single file creates fewer problems in changing areas.
5. To set an example, take a position with the students under supervision on the floor next to the designated walls. The pre-natal position will be the cover position used by our system. See the map inside each classroom for locations the students should be directed to.

**PROCEDURES FOR SECURE IN PLACE - THREAT OUTSIDE THE BUILDING
ANNOUNCEMENT MADE FOR TEACHERS TO SECURE IN PLACE**

1. Teacher will secure students in the classrooms
2. Teachers will secure the classroom and instruction will continue
3. Doors will remain locked and students will remain in the classroom until the "All Clear" announcement

**PROCEDURES FOR LOCKDOWN - INTRUDER INSIDE THE BUILDING
ANNOUNCEMENT MADE FOR INTRUDER ON CAMPUS**

1. Administrative staff will work to make the location of the intruder known over the intercom.
2. Students will follow the direction of their teacher
3. Teachers will take appropriate steps to increase the likelihood of student survival. Run, Hide or Fight.

PARENT INFORMATION

PARENT VOLUNTEERS

The parent volunteer program is vital to the everyday operation of Claremore High School. The volunteers help with office work, typing for teachers, as library assistants and in other areas as needed. If you are interested in giving some time, there is a place for you within this program. Please contact the front office at 918-923-4211.

LEAVING SCHOOL AND SPECIAL EXCUSES

If it becomes necessary for a student to leave school during the day, a special excuse (check-out slip) will be delivered to the classroom from the Attendance Secretary's office. A special excuse (check-out slip) is given when a parent/guardian calls or comes into the building in advance to check out their child. When a teacher requests a student to leave school for business, the special excuse must first be signed by the teacher before submitting to the office. The student must have the proper forms on file. If a student must leave due to illness or doctor's appointment, permission from a parent/guardian and a check-out slip must be obtained before he/she will be allowed to leave. **Violation of these procedures may result in truancy for the student.** Students arriving at school other than at their designated time shall sign in at the office. Upon returning from an appointment, students shall sign in at the office **and present his/her doctor's note to the attendance secretary (these must be turned in within two weeks from the appointment).** Written acknowledgment from the office that the student signed in does not constitute an excused tardy

MESSAGES TO STUDENTS

Messages to students cannot be delivered during lunch. All messages, with the exception of emergencies, will be delivered during the last ten minutes of the class period. Messages will be taken only from parents or guardians (except in extreme emergency).

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. Office personnel will then notify the recipient to pick up the item after the final bell at the end of the school day. Any items not picked up by 3:25 p.m. will be returned to the florist so that home delivery arrangements can be facilitated. Claremore Schools will not be responsible for any deliveries or lost flowers.

PARENTS ATTENDING PROM AND/OR DANCES

For security purposes, parents/guardians are not permitted to attend proms or dances sponsored by CHS.

STUDENT INSURANCE

Students may purchase accident insurance which is available with the following insurance agent:
K&K Insurance Group: Lacy Clay is our contact person 580-587-2294 www.studentinsurance-kk.com

ADMINISTERING MEDICINES TO 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, he/she is authorized to confiscate the medication and turn it in to the principal.
- Students in possession of unauthorized medication shall be subject to discipline up to, and including, suspension from school.

CLAREMORE PUBLIC SCHOOLS SPECIAL SERVICES

Notice to All Parents Regarding Child Identification, Location, Screening, & Evaluation

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 Sooner Start 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 procedures used selectively with an individual child and do 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.

CLAREMORE SCHOOL DISTRICT STUDENT POLICIES AND EXPECTATIONS

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

ATTENDANCE POLICY

Absence - Missing more than half of the instructional time in class.

Types of Absences

School Activity Business (SB) - Absence from school for school business such as school field trips, athletic events, and other extracurricular activities. This does not count as an absence.

Absence Explained Documented (AED)- Absence confirmed by documentation such as a note from the doctor, note of court appearance, or memorial bulletin from a funeral of an immediate family member. These absences are not calculated in the absence limit determined by Oklahoma State Law; however, these absences will be calculated in determining exemptions.

Absence Explained (AEX)- Absence from school where a parent/guardian contacts the school and verify absence, but-with no documentation.

Absence Unexplained (AU) - Absence from school for which there is no explanation or documentation from the parent.

- Claremore Public Schools recognizes the strong correlation of attending school every day and the student's ability to master his/her learning of the essential standards at high levels. The maximum days a student may be absent a block and still receive credit for the block is **four**. The maximum includes both the explained and unexplained. Although the attendance clerk monitors the absences of all students, **it shall be the parent's and student's responsibility to keep track of the absences**.
- CHS provides an opportunity for students exceeding 4 absences to receive credit for their class by attending detention or Saturday School.
- Students exceeding the absence limits may appeal to the Attendance Committee. Failing to attend school may result in notification from the School Resource Officer and/or the District Attorney, and it is possible that the parent/guardian could be required to appear in court, fined, or both for the student's truancy.
- Furthermore, it is the parent's/guardian's responsibility to contact the school when the student is absent. Absences that are not verified may be considered truancy. A student is truant if the student is absent without a proper reason from his assigned location. Home suspension is an excused absence.
 - **Contact the attendance secretary at 918-923-4211 ext. 3007 or email chsattend@claremore.k12.ok.us**
- A student who will experience an extended absence (more than-one week) should contact the assigned principal.
- Student participation in school-sponsored events is considered a **school business absence (SB)**. The Board also recognizes that students may fail to attend class due to attending local honor celebrations. Some students may be afforded the opportunity to serve as pages at the Oklahoma State Legislature. These and similar occasions, when approved by the building principal, are to be considered school business and not absences.
- Seniors may have a maximum of two (2) days during the school year to visit colleges or tech educational schools. Juniors earn one (1) day for a college visit. The visits must be pre-arranged with counselors and the attendance office. The student should return with documentation from the institution visited.
- Students with chronic medical problems for which an Individual Education Programs (IEP) or 504 Plans have been developed will meet the attendance requirements as stated on their educational plan.

Make-Up Work Allowed: At least one day will be allowed for each day not in attendance to complete make-up work. It is the student's responsibility to request assignments following an absence. Students will do so during Encore on the first day of attendance. If a student has knowledge in advance of the absence(s), it will benefit the student to get the work before the absence(s) and have it completed upon return to class. Assignments are a factor of the student's grade and are an important part of the student's education. All assignments are required to be turned in to the teacher for any and all absences.

TARDY POLICY

NO DEALS

There is a five minute period between classes. Students are tardy if they are not in the classroom when the bell rings. For the first period only, a student will be granted one tardy for which no penalty will be assigned. Tardies will be cumulative for the entire term, except for block classes. Students tardy due to a doctor's appointment, a funeral, or a court appearance, should bring back the proper verification to the attendance secretary for an excused tardy slip.

- Tardy 1 = Detention
- Tardy 2 = Detention
- Tardy 3 = Detention
- Tardy 4 = In-House Detention
- Tardy 5 = In-House Detention
- Tardy 6 or more = Saturday School

TRUANCY POLICY

Truancy has occurred when a student is absent without proper excuse from his assigned area.

First Truancy - may warrant a one to three day in-house detention or Saturday School with parent contact.

Second Truancy - may warrant a Saturday School assignment with a parent conference. If the student does not attend and complete Saturday School, the student will receive a one day out-of-school suspension.

Third Truancy - may warrant a three day out-of-school suspension.

Fourth Truancy - may warrant a change of placement from Claremore High School for the remainder of the current block and succeeding block. Upon successful completion in Claremore Virtual Academy the student may return to CHS.

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

The following behaviors/acts at school are not acceptable, while in school vehicles, or going to or from or attending school events and will result in disciplinary action, which may include in-school placement 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; (SB 739, 2019).
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;
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, gun powder, 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, a 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 placement options or out-of-school suspension.

DISCIPLINARY OPTIONS IN LIEU OF SUSPENSION

- Disciplinary options are not considered by law to be out-of-school suspensions and do not require or involve due process procedures described in school board policy.
- Principal may invoke loss of student privileges to participate in extracurricular activities in addition to any of the above listed assignments and requirements.
- If a disabled student is being considered for disciplinary removal from the classroom, additional procedural considerations are required. Contact the Special Service Director or designee for clarification of required procedures.

PRIVACY, BOOK BAGS, LOCKERS, DESKS & SCHOOL PROPERTY

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the content of a book bag, school locker, desk or other school property. School personnel shall have access to book bags, school lockers, desks and other school property in order to properly supervise the welfare of students. Book bags, 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 students in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in book bags, school lockers, desks or other school property.

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. 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.

CHEATING

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. Plagiarism is a form of cheating. If a student is caught cheating on a test or other classroom work, zeros will be given to the students involved. **The teacher will notify the parents of the student's cheating, and a conference with the teacher and counselor may be requested.**

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. Students that use profanity in regards to or in correspondence with a school employee may receive a 10 day suspension from school upon first offense. Further offenses may result in a long-term suspension or placement at the Claremore Virtual Academy.

DISRUPTIONS IN CLASS

Class disruptions by a student may be considered a major offense and may lead to suspension upon the administration's discretion.

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 (vapes), pipes, chewing tobacco and snuff. (SB 33)
- The Board has directed the superintendent of the district to adopt the necessary rules and procedures to ensure the enforcement and implementation of this 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 placed in In House Detention, one day per offence, 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.
- Additionally, students will be referred to the School Resource Officer for a municipal citation (fine).
- 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 may result in a suspension in accordance with the Alcohol and Drug Policy if it is determined that it is being used as an inhalant.

ALCOHOL AND DRUG POLICY

(Including Prescription or Non-Prescription Items)

The policy of the Claremore Board of Education shall be that all students may be suspended for the remainder of the current term and succeeding term 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. A Drug Recognition Officer's evaluation shall be presumptive evidence of violation of this policy. 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 at least 3.2 percent alcohol by weight.
3. Non-Intoxicating beverages containing more than ½ of 1 percent alcohol by weight.
4. Any prescription or non-prescription medications taken in excess of the recommended dosage and therefore alters the physical and or mental state.

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/her designee. The principal or his/her 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. Also, included in this category will be any product containing any level of alcohol.

“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.

FIGHTING

- Students involved in starting a fight or voluntarily participating in a fight may be home suspended for a minimum of two 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 parent conference will be required before the student is readmitted. 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 will 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, may 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.

FIREWORKS

Bringing fireworks to school or possession of fireworks at school, on school transportation or at any school event may result in disciplinary action at the discretion of the administration. The use of fireworks can be considered arson and may result in a suspension at the administration's discretion.

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.

SKATEBOARDS

Due to safety reasons, no skateboards are allowed to be brought into school buildings, nor are students allowed to ride skateboards on school property. Upon a violation of the policy, the skateboard will be confiscated and returned to the student at the end of the day.

DRESS CODE

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: 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 shall not be worn. Shirts should cover the body in a manner that shows no visible cleavage, torso, or underwear. Tops & dresses with visible shoulder straps should be more than 1 ½" in width.

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. Shorts must have at least a 5 inch inseam length (Sliders or compression shorts may not be worn as shorts). Dresses and skirts must have a length longer than half the distance between the knee and top of leg.
- b) 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.

2. **Shoes:**The 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. All shoes should have rubber or leather soles on the bottom.
3. **Hats and Caps, and Other Head Coverings:** Hats, caps, hoods, and other head coverings will not be worn by any student in the school building. Exceptions for religious head dress may be approved by the administration. If a student chooses to wear a hat, cap, or other head covering in the building, he/she may be subject to discipline, including confiscation.
4. **Body Piercing:** Ear piercing will be allowed. Small stud facial piercings are allowed. Facial hoops or spikes are unsafe and prohibited. It is the administration's discretion in determining what is unsafe.
5. **Chains and spikes:** These are not allowed for safety reasons.
6. **Tattoos:** No inappropriate visible tattoos.
7. **Dress Code Violations**

Students in violation of the dress code shall be sent to the assistant principal. Procedure for violations:

- a) Student sent to assistant principal or counselor.
- b) 1st offense; Assistant principal or counselor will talk to the student and issue a warning; student will be asked to change. If appropriate attire is not available, the parent/guardian will be called to request appropriate articles be brought to the school. If the parent cannot be reached or does not provide the items, the student may be assigned to IHD for the remainder of the day.
- c) 2nd and 3rd offenses will be handled as in (b) above, but another day of IHD may also be assigned.
- d) Additional offenses may result in home suspension and offenses will be cumulative for the school year.

Interpretation of the dress standards is the responsibility of the administration. Faculty members are expected to report violations to the administration.

Any student group or organization must have t-shirt designs approved by the Principal before selling or distributing them to the student body.

BOOK BAGS

Book bags are allowable within the classroom at the teacher's discretion. No book bags are allowed in the food service area.

PUBLIC DISPLAY OF AFFECTION

Kissing, hugging, etc. is considered public display of affection and such behavior is not acceptable. Students violating these policies may be given the following consequences:

1. For the first violation, students will be sent to the assistant principal and a warning will be documented.
2. Students with a second (or more) violation may be assigned IHD for as many offenses.

LASER POLICY

If a laser is found in the possession of any student, it will be confiscated and **not** returned. If the student is caught activating the laser, he/she may be suspended from school, bus or school activity for an appropriate amount of time as determined by the administration.

ELECTRONIC & WIRELESS COMMUNICATIONS DEVICES AND HEADSETS

Wireless Communications Devices: HB 1092 requires school districts to adopt a policy regarding student possession of wireless devices at school.

Cell phones: Cell/Wireless mobile devices are not authorized for use during class time unless the teachers approve the use for instructional purposes. Students may use phones before or after class or during lunch and should be kept on silent operation. Unauthorized use of cell phones will be viewed as a classroom disruption and will be recorded on the student's discipline record. Claremore High School is not responsible for stolen phones. Any cell phones that are confiscated will remain with the teacher until the end of the period.

Headsets: Walkman, disc type players, IPODS and similar devices: headsets and earpieces are to be used at the discretion of the teacher. Repeated violations will result in disciplinary action at the discretion of the administration.

Laptop/Tablets/Notebooks: Personal laptop computers are not allowed during class time unless the teacher approves the use for instructional purposes. Unauthorized use of laptop/tablets/notebooks will be viewed as a classroom disruption and will be recorded on the student's discipline record. Exceptions will apply to students

showing a medical necessity as specified in the rules and regulations. (70-24-101.1)

School Internet Usage: There is no legitimate expectation of privacy when using the school district's technology and/or when students' use personal devices while at school.

INTERNET DISCIPLINE POLICY

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

STEP 1: Day of In-House Detention

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

STEP 3: 3 to 5 days Home Suspension 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.

DETENTION Detention will be used as a method of discipline for students who break school rules. Detention will be held in a designated room in the main building. The detention will be held after school on Monday and Wednesday at 3:30 to 4:20 p.m. and before school on Tuesday and Thursday at 7:15 to 8:05 a.m. The doors of the detention will be closed at 3:30 p.m. and 7:15 a.m. so that anyone reporting late will not be admitted. If the student misses his assigned time for detention, he will be assigned one day of in-house detention. The student must come with a textbook or homework. This detention will be in strict silence. If a student breaks any of the detention rules, attendance will not count and the student will be asked to leave. The assigned detention should be served within a week.

TRANSPORTATION BEFORE AND AFTER THE DETENTION WILL BE THE RESPONSIBILITY OF THE STUDENT AND HIS/HER PARENT/GUARDIAN.

STUDENT GUIDELINES FOR SUPERVISED SATURDAY SCHOOL

Purpose: Saturday School may be used in lieu of home suspension at the discretion of the building administrator. It also is used to deter tardiness and behavior issues and to reinforce the importance of regular school attendance as described in the attendance/tardy policy.

Time: Saturday School 7:00 a.m. – 11:00 a.m.

Personnel: Certified/salaried personnel will be in charge of the program.

Place: To be determined.

STUDENTS ARE TO FOLLOW THE FOLLOWING RULES FOR SATURDAY SCHOOL

1. Students are to report before 7:00 a.m. for Saturday School. No one will be admitted after 7:00 a.m. 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 appropriately for school.
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 for further discipline options.
7. Students/parents are responsible for their own transportation to and from campus.

IN-HOUSE DETENTION

Rules and Student Responsibilities

1. Students will report promptly at 8:15am to the IHD room and will leave the building and grounds promptly at 3:25 p.m.
2. Students are to arrive at IHD with pencils, paper and appropriate books and materials. A completed assignment form will be shown to the In-House Detention instructor.
3. All assigned work should be completed.
4. Students **are not allowed:**
 - a. to talk to other students
 - b. to talk to the IHD supervisor without permission
 - c. to eat, drink or chew gum
 - d. to leave their seats without permission
 - e. to leave the building during school hours

- f. to have visitors or phone calls
 - g. to have access to cell phones or other electronic devices
 - h. to sleep
5. There will be no breaks during the school day except for restroom breaks and lunch, which will be at the discretion of the IHD supervisor.
 6. If a student is absent the day IHD has been assigned, IHD will be served the day the student returns to school.
 7. Students who comply with IHD rules and responsibilities will not be counted absent from any of their regular classes.
 8. Students who comply with IHD rules and responsibilities will receive full credit for all work completed during time spent at IHD.
 9. Students who violate the rules of the IHD Program may be assigned another day of IHD or suspended by the Administration.

STUDENT SUSPENSION

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 term and the succeeding term for all other offenses. ALTERNATIVE IN-SCHOOL DETENTION, VIRTUAL SCHOOL, ALTERNATIVE LEARNING SCHOOL, 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 HEREIN. ALTERNATIVE PLACEMENTS MAY BE MADE AT THE DISCRETION OF THE SUPERINTENDENT, PRINCIPAL OR THEIR DESIGNEES.

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.

BEHAVIOR or CONDUCT WHICH MAY RESULT IN SUSPENSION

Students who violate 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 regulation;
2. immorality, any extreme inappropriate behavior;
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 reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
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 District’s policy related to firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed below (Out-of-School Suspension Requirements) shall be applicable for acts which fall within parts 1-4 above. However, no education plan shall be necessary for acts which fall within part 5 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.

DISTRICT'S OBLIGATION

Before the District, through its designated representatives, recommends out-of-school suspension, the following options will be considered: alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional option. 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 REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Suspension Conferences:

1. When a student violates board policy or a school rule or regulation 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 assistant principal shall conduct an informal conference with the student.
2. At the conference with the student, the assistant principal shall read the policy, rule or regulation which the student is accused of 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 assistant 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 what alternative in-school placement or other available options have been considered and why they were rejected.

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.

Conference with Parents:

1. The assistant principal will seek to hold a conference (or a telephone conference will be utilized if there is an instance where the parent declared a total inability to attend a conference scheduled at school or other emergency situation,) 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 assistant 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 assistant principal will read the policy, rule or regulation which the student is accused of having violated and will briefly outline the conduct or behavior on the part of the student. The assistant 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 assistant principal if he/she understands the rule and the accusations against the student.
3. At the conclusion of the conference the assistant 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 building site Principal. After the review by the building site Principal, the out-of-school suspension may be reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-school Suspension Committee as provided by this policy.

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 School 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 assistant 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.
5. 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.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS

Out-Of-School Suspensions of Ten (10) or Fewer School Days

The Board of Education recognizes that student out-of-school suspension 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 (referred to as "long-term out-of-school"). 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 of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

NOTICE TO PARENTS/GUARDIANS DUE PROCESS

The student has:

- the opportunity to know these policies or any other school regulations or procedures.
- been informed of the policy, rule or regulation allegedly violated.
- sufficient opportunity to give his/her version of the alleged violation.
- the right to a conference with the principal.
- the right to appeal a suspension of (10) days or less to the Suspension Review Committee (SRC), and if over ten (10) days, to the Superintendent or Superintendent Designee and the Board of Education.

SPECIAL NOTICE: Each child with a disability and his/her parent/guardian are entitled to the procedural protections of the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act before the School District changes the student's educational placement for disciplinary reasons. For specific information explaining these procedural protections, consult the handout entitled "Parents Rights in Special Education: Notice of Procedural Safeguards," copies of which are available at each school site without charge. Contact the school principal with questions or for additional information.

APPEAL

The student suspended out of school shall have the right to appeal the principal's suspension action by following the procedures outlined below:

IF THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS (SHORT-TERM)

- A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the right to appeal the out-of-school suspension decision to a building Suspension Review Committee (SRC).
- Within five (5) days from the date the principal's decision is received by the parent/guardian or student the student or the student's parent/guardian may request, in writing, a review by the building SRC. The SRC is composed of teachers and/or administrators.
- The SRC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours in advance of the hearing.
- During the appeal process, the student will be placed in In-House Detention (IHD) until a decision has been rendered from the SRC.
- The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses to support their position. Either party wishing to have legal counsel present must give the other party 24 hours advance notice or he/she may not have counsel present. The SRC will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.
- The SRC will sustain, rescind, or modify the out-of-school suspension action.

THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.

IF THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS (LONG-TERM)

- A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the Suspension Review Committee (SRC).
- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the Suspension Review Committee.
- The Hearing Officer (principal from another school) will act as the chairperson of the SCR and will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing at least 24 hours prior to the hearing and notify the parent/guardian that they and the student have a right to be present at the hearing.
- The SRC will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Hearing Officer will notify the student's parent/guardian of the decision at the conclusion of the hearing.
- If the student and/or parent/guardian is not satisfied with the action of the Suspension Review Committee, the student and/or parent/guardian may appeal that decision to the Superintendent or his/her designee by written notice to the Superintendent within five (5) days after the SRC's decision. The Superintendent or designee will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing at least 24 hours prior to the hearing and notify the parent/guardian that they and the student have a right to be present at the hearing.
- The Superintendent or designee will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Superintendent or designee will notify the student's parent/guardian of the decision.
- If the student and/or parent/guardian is not satisfied with the action of the Superintendent or designee, the student and/or parent/guardian may appeal that decision to the Board of Education by written notice to the Superintendent or Board Clerk within five (5) days after the Superintendent's decision. The student and/or parent/guardian will be notified in writing of the date, time and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student's parent/guardian will have a right to be present in person at the hearing. Both the administration and the student or student's parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal counsel. The Board of Education will determine the guilt or

innocence of the student and the reasonableness of the term of the out-of- school suspension. The Board will sustain, rescind or modify the out-of-school suspension action.

THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND NONAPPEALABLE.

All appeal hearings are based on the following criteria:

- Is the student guilty or innocent of a violation of a school rule, policy, or regulation?
- Is the term of out-of-school suspension reasonable and in keeping with the severity of the infraction?

Attendance at School Pending Appeal Hearing:

Pending the appeal of an out-of-school suspension, the student will have the right to attend school under such in-house restrictions as the principal deems proper, except that in 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, self, 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.

PARKING LOT

All vehicles being driven to school for academic and school purposes are to be parked in areas designated by school officials. **Students may not park in a numbered(faculty) or visitor parking space.**

The student must observe the following rules:

- Speed limit of 10 miles per hour in the parking area and observation of all traffic regulations in all school areas
- Parking permit must be displayed
- No parking in the faculty / visitor / handicapped areas between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday.
- Cooperation with school personnel and law enforcement at all times.
- No loitering in the vehicle or the parking lot. (No sitting in parked vehicles.)
- No tobacco products stored in vehicles; no tobacco products used in vehicles.
- Park correctly in the student parking lot. Do not park in fire lanes, reserved parking spaces, or handicapped parking spaces. Do not occupy more than one space.
- **Students are to keep the parking lot clean. Do not litter the lot with trash or other items.**
- The school is not responsible for student vehicles in terms of accidents, theft, vandalism, etc.
- Vehicles parked on school property are subject to random searches by school administration and law enforcement.

Parking in a faculty / visitor / handicapped parking spot will result in:

- 1st Offense - \$10.00 fine
- 2nd Offense - \$15.00 fine and Detention
- 3rd Offense - \$20.00 fine and one day of in-house detention
- 4th Offense - \$25.00 fine and one day of in-house detention
- 5th Offense - \$30.00 fine and one day of in-house detention

- Fines are to be paid to school secretary or librarian.
- Failure to pay fines or not follow the discipline set forth may result in loss of parking privileges.
- In all instances the student will be required to move his/her vehicle immediately. Failure to move the vehicle may result in towing. **There will be no warning.**
- Students who ride bikes and motorcycles will park in their designated areas. Bicycles that are ridden to school must conform to regular traffic rules. They are not to be ridden on school grounds. Bicycles and motorcycles must have a parking permit.

BUS SAFETY AND SECURITY

If the student chooses to disregard the bus safety rules then the privilege to ride can be revoked. Students may be monitored by a security video camera while riding the district buses.

The director of transportation reviews all bus conduct reports and high school administration assigns penalties for violations as follows:

Previous to loading (on the road and at school):

- a. be on time at the designated school bus stops.
- b. stay out of the road at all times while waiting for the bus.
- c. wait until the bus comes to a complete stop before attempting to board.
- d. refrain from scuffling or throwing objects while waiting on the bus.
- e. respect private property.

BUS SAFETY RULES

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

- A. 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 923-4320 for any exceptions.
 7. The bus stop and or walking to and from the bus stop is 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 student will pay for all damages as determined by the Trans. Dept.
 10. All food, drink and candy will not be consumed on the bus and must be in students' book bag, backpack or lunch box.
- B. 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

HIGH SCHOOL STUDENTS BUS VIOLATION POLICY

1ST REPORT → WRITTEN BUS CONDUCT WARNING

2ND REPORT → OFF ALL BUS TRANSPORTATION 3-10 DAYS, DEPENDING ON SEVERITY OF THE OFFENSE TO BE DETERMINED BY THE TRANSPORTATION DIRECTOR OR PRINCIPAL

3RD REPORT → BUS TRANSPORTATION TERMINATED FOR THE REMAINDER OF THE CURRENT SCHOOL YEAR.

IMPORTANT: Serious misconduct can result in immediate bus suspension, to be determined by the Transportation Director or Principal

- If anything is thrown on the bus, the student will face AUTOMATIC SUSPENSION from the bus, possibly for the remainder of the current school year. This will be determined by the Transportation Director or Principal.
- Upon the first conduct report, every effort will be made to contact the parent/guardian to inform them of the misconduct

RIDING THE BUS IS A PRIVILEGE.

For further information on this policy contact:

Doug Smith, CPS Transportation Director

918-923-4320 Ext. 1305

CLAREMORE PUBLIC SCHOOL DISTRICT STUDENT ATHLETE DRUG TESTING POLICY

The Claremore School Board of Education, in an effort to protect the health and safety of its student athletes from the use of dangerous, illegal, or performance-enhancing drugs, thereby setting a positive example for all other students of the Claremore School District, adopts the following "Student Athlete Drug Testing Policy".

1. Statement of Purpose and Intent:

1.1 It is the desire of the board of education, administration, and staff that every student in the Claremore School District refrains from using or possessing illegal drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in athletic activities. This Policy is intended to supplement all other policies, rules and regulations of the Claremore School District regarding possession or use of tobacco, alcohol and other illegal drugs.

1.2 Participation in school sponsored interscholastic athletic activities at the Claremore School District is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, student athletes carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of tobacco, alcohol and other illegal drugs.

1.3 The purpose of this Policy is to prevent illegal drug use. The intent is to prevent injury, illness and harm as a result of illegal drug use, and to strive within the Claremore School District for an athletic environment free of illegal drug use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student found to be in violation of this Policy to participate in athletic activities. There will be no academic sanction for violation of this Policy.

1.4 All Student Athletes will complete a baseline drug test during summer before school starts and will then be subject to random drug testing throughout the school year.

2. Definitions:

2.1 "Student Athlete" means a 9th – 12th grade member of any Claremore School District sponsored interscholastic sports team, including athletes, cheerleaders, trainers and managers.

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

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

2.4 "Drug Use Test" means a scientifically substantiated method to test for the presence of illegal or performance enhancing drugs or the metabolites thereof in a person's urine.

2.5 "Baseline Drug Test" means a drug test for all student athletes before school starts.

2.6 "Random Selection Basis" means a mechanism for selecting student athletes for drug use testing that:

a.) results in an equal probability that any student athlete from a group of student athletes subject to the selection mechanism will be selected, and

b.) does not give the School District discretion to waive the selection of any student athlete selected under the mechanism.

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

2.8 "Reasonable Suspicion" means a suspicion based on specific personal observations concerning the

appearance, speech or behavior of a student athlete, and reasonable inferences drawn from those observations in the light of experience. Information provided by a district employee, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

2.9 Parent/Student Involvement Program – An evaluation/assessment from an outside agency approved by the school and the parent and athlete will successfully complete three classes of substance abuse education/counseling.

3. Participation and Procedures:

3.1 Illegal drug use is incompatible with participation in athletics on behalf of the Claremore School District. For the safety, health and well-being of the student athletes of the Claremore School District, the Claremore School District has adopted this Policy for use by all participating student athletes at the 9th through 12th grade level. Any student athlete found having used illegal drugs by drug use test will be considered to have violated this Policy.

3.2 Each student athlete shall be provided with a copy of the “Student Athlete Drug Testing Policy”. The “Student Athlete Contract and Consent for Drug Use Testing” shall be read, signed and dated by the student athlete, parent or custodial guardian, and coach/sponsor **before such student athlete shall be eligible to practice** or participate in any athletics. No student shall be allowed to practice or participate in any athletics unless the student has returned the properly signed “Student Athlete Contract and Consent for Drug Use Testing”. **NO STUDENT ATHLETE WILL BE ALLOWED TO PRACTICE OR PARTICIPATE IN ATHLETICS UNTIL THE RESULTS FROM BASELINE DRUG TESTING ARE RECEIVED.**

3.3 The consent for drug use testing shall be to provide a urine sample: a) as part of baseline testing, b) as chosen by the random selection basis, and c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs.

3.4 Drug use testing for student athletes will be done during baseline testing and on a random selection basis on a minimum, monthly. A drug screening company will determine all student names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

3.5 Any student athlete may be required to submit to a drug use test for illegal or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, school nurse, or coach of the student athlete.

3.6 The Claremore School District will set a fee charge to be collected from each student at the time of the baseline test.

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

3.8 All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of student athletes to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or

other private facility behind an unlocked or open stall. An adult monitor of the same sex as the student athlete will accompany the student athlete to a restroom or other private facility behind an unlocked or open stall. The monitor may or may not observe the student while the specimen is being produced and the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that student athlete is tampering with the specimen, the monitor may stop the procedure and inform the athletic director. They will then determine if and when a new sample should be obtained. If a student athlete is determined to have tampered with any specimen or otherwise engaged in any conduct, which disrupts the testing process of any student athlete, then the student athlete will be deemed to have committed a second offense under this policy and the sanctions for a second offense will be imposed. Any student assisting the athlete in tampering with the specimen will be subject to disciplinary action by the administration. The student will report any medications he/she has taken in the preceding thirty (30) days. The medication list will be documented and submitted to the lab in a sealed and confidential envelope.

3.9 If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months.

3.10 If the drug use test for any student athlete has a positive result, the laboratory will contact the Student Assistance Program Coordinator (SAPC) with the results. The SAPC will contact the Athletic Director, the student athlete, the head coach, and the parent or custodial guardian of the student athlete and schedule a conference. At the conference, the athletic director will solicit any explanation of the positive result and ask for doctor prescriptions of any drugs that the student athlete was taking that might have affected the outcome of the drug use test. If the student athlete and his/her parent or custodial guardian desires another test of the remaining portion of the specimen, the SAPC will arrange another test at the same laboratory or at another laboratory. Any such re-test shall be at the expense of the student athlete and his/her parent or custodial guardian.

3.11 A student athlete who has been determined by the athletic director to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense as stated in this Policy, during which time the athlete will remain ineligible to participate in any athletic activities. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final without appeal.

3.12 Before a student athlete who has tested positive in a drug use test may rejoin his/her athletic activity after a first or second offense, such student athlete may be required to undergo one or more additional drug use test to determine whether the student athlete is no longer using illegal or performance-enhancing drugs. The Claremore School District will rely on the opinion of the laboratory which performed or analyzed the additional drug use test in determining whether a positive result in the additional drug use test was produced by illegal or performance-enhancing drugs used by the student athlete before the offense or by more recent use.

4. Violation:

4.1 Any student athlete who is determined by drug test to have violated this Policy shall be subject to the loss of their privilege to participate in athletics and offered educational and support assistance to stop using.

4.2 For the first offense: An athlete will be suspended from participation in all scheduled athletic activities (including all meetings, practices, performances, and games/competitions) for 30 days. However, the 30 days may be reduced to 15 days if the student and parent choose to participate in the Parent/Student Involvement Program. The suspension will start the first day

following the parent conference or the first day of practice. Such suspension will extend into a succeeding athletic season if necessary to fulfill the suspension. During the athletic period, for these 30(15) days, the athlete will report to the athletic study hall or area designated by the principal. In addition, the athlete will immediately be required to miss a minimum of 20% of the OSSAA sanctioned regular season scrimmages and /or competitions for the current season or upcoming season, whichever applies. The 20% will be based on the number of allowed competitions for each individual sport.

4.3 For the second offense and subsequent offenses (in the same school year): complete suspension from participation in all athletic activities including all meetings, practices, performances, and competition for eighteen (18) continuous and successive school weeks from the present date of the conference reporting the results of the positive drug use test. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular athletic activities shall come into play only when two (2) offenses are committed in the same school year.

4.4 Self-Referral: A student athlete may self-refer to the Athletic Director, School Nurse, SAPC, or Coach before being notified of an observed Policy violation or requested to submit to a drug use test. A student athlete who self-refers will be allowed to remain active in all athletic activities after the following conditions have been fulfilled: A conference has been held with the student athlete, Athletic Director, School Nurse if necessary, SAPC, Coach and the parent or custodial guardian of the student athlete to discuss the Policy violation; a drug use test is provided that is not positive, and participation commitment by student athlete and

parent for three classes of substance abuse education/counseling. A student athlete that self-refers will not be subject to suspension, however, they will be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in Claremore Public School District.

5. Refusal to Submit to Drug Use Test

5.1 If student is unable to void at time of drug test when they will be encouraged to drink fluids and must produce specimen no longer than 1 hour later.

5.2 If a participating student athlete refuses to submit to a drug use test authorized under this Policy, such student shall not be eligible to participate in extracurricular athletic activities including all meeting, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

Please read this Policy in its entirety before signing the Student Athlete contract & Drug Use Testing Consent.

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 student's education records
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's 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 meeting by the grievance committee.
- Upon receiving a request for a meeting, the grievance committee shall schedule the meeting 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 meeting.
- Within ten days of the meeting, 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 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 meeting 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 meeting regarding the request for amendment. Additional information regarding the meeting procedures will be provided to the parent or eligible student when notified of the right to a meeting.

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. 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 of 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.

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.

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 are:

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

ASBESTOS NOTIFICATION

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

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

Education - Students

The district's anti-bullying and anti-discrimination education efforts will include education to students regarding the following topics:

- "Bullying" means any unwanted, aggressive, behavior committed in person or by electronic communication directed toward a student or group of students. **(SB 739, 2019)**
- Identifying bullying and cyberbullying
- Identifying all forms of discrimination, including sex discrimination based on gender stereotypes, gender nonconformity, and transgender status
- Concrete and age appropriate examples of harassment, intimidation, discrimination and bullying - and appropriate responses
- Outline of the district's conduct expectations
- Ways in which prohibited conduct adversely affects the education environment
- Identification of bullying and discrimination coordinators
- Explanation of how to file a claim of harassment, intimidation, discrimination or bullying

PLEASE VISIT THE SCHOOL WEBSITE FOR ATHLETIC SCHEDULES

<http://www.claremore.k12.ok.us/>