

## Table of Contents

Academic Honor Code.....	6
Activity Trips.....	9
Admissions.....	6
Adverse Weather.....	8
Appeal of Procedures.....	34
Appeal of Reinstatement.....	35
Assurance Statement.....	35
Athletic Eligibility & Activities.....	8
Attendance.....	9
Authority.....	11
Bicycles.....	53
Bullying.....	28
Bus Rider Rules.....	12
Buy Backs.....	11
Cafeteria Regulation.....	49
Calumet School Regulations.....	27
Canadian Valley Technology Center (CVTC).....	13
Cell Phone Policy.....	13
Child Nutrition Programs.....	49
Classification of Students.....	15
Class Schedule Changes.....	13
College Preparatory/Work Ready Curriculum.....	14
College Visits.....	17
Commencement Policy.....	39
Communicable Disease Policy.....	43
Community Use of Facilities.....	26
Computer Use.....	17
Conduct Policy on Discipline.....	27
Concurrent Enrollment of High School Students.....	16
Discrimination/Harassment Disclaimer.....	35
Dispensing Medication Policy.....	44
Dress Code.....	36
Dress Regulations for Graduation.....	38
Drugs & Alcohol.....	31
Education Open Transfer Act.....	6
Emergency Procedures (Drills).....	37
Enforcement of Dress Code.....	36
Enforcement of Motor Regulations.....	53
Equal Opportunities.....	37
Fighting.....	28
Gang Activity.....	28
General Rules Care of Property.....	37
Gifted & Talented.....	38
Grading System.....	15
Graduation Ushers.....	38
Handicapped.....	39
Hazing.....	29
Homecoming.....	40
Honors Classes.....	16
Illness/Head Lice and Other Contagious Diseases.....	42

Immunizations Requirements.....	40
In-School Detention.....	32
Internet Instruction.....	26
Internet & Other Computer Networks Safety Policy.....	18
iPad Policy.....	21
Junior High Lunch Closed Campus.....	49
Junior-Senior Prom.....	45
Lockers.....	46
Make-up Absences.....	10
Make-up Work.....	11
Meningococcal Disease and Meningococcal Vaccines.....	43
Moment of Silence.....	46
Motor Vehicle Regulation.....	53
Notice to Parents.....	5
Notification of AHERA.....	55
Oklahoma Higher Learning Access Program (OHLAP)Curriculum.....	15
Oklahoma Honors Society.....	38
Pandemic Flu Policy.....	42
Parents of Calumet School Students .....	4
Procedural Step to Suspension.....	34
Progress & Report Cards.....	16
Promotion and Retention.....	46
Public Display of Affection (PDA).....	47
Publications.....	47
School Dances.....	48
School Guests/Visitation.....	48
School Insurance.....	48
School Lunch & Breakfast Program.....	49
Self-Administration of Inhaled Asthma Medications.....	44
Semester Test Policy.....	52
Senior Trip.....	53
Student Directory Information.....	54
Student Drivers.....	53
Student Drop off/ pick up.....	5
Student Records.....	54
Student Withdrawal's.....	7
Students of Calumet Schools Statement.....	3
Substance Abuse Policy.....	30
Surveillance Cameras.....	55
Suspension Appeals Committee.....	35
Suspension of Students.....	33
Tardies.....	11
Ten Day Activity Rule.....	8
Tobacco.....	31
Transfers.....	7
Truancy Policy.....	10
Valedictorian/Salutatorian Honors.....	39
Violations of Drug & Alcohol Policies.....	32
Weapons Free School.....	29

Changes and additions may be made by the majority of Board of Education anytime they see fit and such changes or additions shall become effective immediately.

### **CALUMET PUBLIC SCHOOLS MISSION STATEMENT**

Calumet schools shares the educational responsibility with parents, students, and the community. Our mission is to provide a safe, positive environment in which all students may experience success to their highest potential. We strive for all students to become responsible citizens and lifetime learners.

### **ALMA MATER**

We're Loyal to you, Calumet High  
The black and the orange, Calumet High  
We'll back you to stand  
You're the best in the land  
For we know that you'll win  
Old Calumet High – Rah! Rah!

### **BOARD OF EDUCATION**

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Brandon Voss- Superintendent  
Sam Belcher-JH/HS Principal  
Lindy Renbarger-Elementary Principal

## **TO THE STUDENTS OF CALUMET SCHOOLS**

We at Calumet strive for unity, organization, and understanding between students, teachers, and administration. This handbook is provided as a guide through school days at Calumet to lessen problems and facilitate a smooth-running school. A guide, this should answer most questions about school policies, regulations, and activities. Many of the policies are governed by the state law or are directive of the Stat Board of Education, but many are local polices that may be amended as the need arises. Remember that this is your school, it is what you make it!

## **TO THE PARENTS OF CALUMET SCHOOL STUDENTS**

The home is the greatest single influence upon the students. It is here that the child establishes his first habits and obtains most of his ideas and attitudes. Nothing the school can do for a student will substitute for the influence of a good home situation. Only to the extent that the school and home, work together will institution of maximum benefit to your students.

Please make every effort to see that your child attends school regularly and punctually. Irregularity of attendance is a frequent cause of failure, while tardiness tends to develop wrong habits and attitudes toward life and its responsibilities.

The intent of the handbook is to give you and your child information concerning Calumet Public School. You will have a better knowledge of our school if you refer to it frequently. Please feel free to discuss with teachers and/or administration any problem which may arise. Additions to this handbook will be made periodically by messages during the year as a need may arise.

## NOTICE TO PARENTS

Parents are always welcome to visit the school, but you must check in with office, first. If parents wish to have a conference with a teacher, they should contact the office at least one day prior to the desired meeting day and schedule a time. Unnecessary interruptions consume time and hinder the program. Parents should not interrupt class without first gaining permission from the office. **The proper chain of command when dissatisfied, is to:**

- 1. Visit with the teacher first, if still not satisfied.**
- 2. Visit with the principal second, if still not satisfied.**
- 3. Visit with the superintendent third, if not satisfied.**
- 4. Make an appointment with the school board as a last resort.**

## STUDENT DROP OFF

Drop off students will be in between the High School and Elementary School Buildings. **This is a drop off only zone, as buses will also be unloading here, so, NO PARKING.** Parking will be on the north and south of the school buildings. **Parents can escort their children(s) up to the front door entrance of the school building.** Calumet Public schools will have a staff member greeting students at the door in the mornings. Freehome Street, is a one-way street, please do not enter from the south.

## STUDENT PICK UP

During the day, all Pre-K through 6<sup>th</sup> grade students must be checked out and picked up at the elementary office on the east side of the elementary building. All 7<sup>th</sup> – 12<sup>th</sup> grade needing to leave during the day must come to the office and be checked out by a parent / guardian and sign out. Students must be picked up at the high school office (west side of high school building.) The buses will load in between the high school and elementary buildings starting at 3:20 pm for all bus riders. **Elementary students that are to be picked up or walk home will be dismissed at 3:20p.m. in between the elementary and high school building. Parents are to line up inside their vehicles to pick up their children(s) as teachers escort students to their vehicles.**

## **ACADEMIC HONOR CODE**

Ethical standards of honesty are expected so that all students may complete fairly in the classroom to earn their academic standing through their own efforts. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. If caught cheating the student will be given a grade of zero(s) for the assignment or exam. At the teacher's discretion, the student may be required to complete the assignment for reduced credit, outside of classroom time. The teacher will notify the parent of the violation and the penalty assessed.

- Willfully copying or allowing assignments to be copied and presenting them as his/her own work.
- Using notes or prompts unless allowed by teacher.
- Obtaining answers by looking at other student's work.
- Being informed of or giving answers to test items before an exam.
- Plagiarizing someone else's work or ideas (including online sources).

## **ADMISSIONS**

All children residing in the Calumet School District who will be four (4) years of age on or before September 1 of the school year, and who will not be over twenty – one (21) on or before September 1 of the school year, will be admitted free to Calumet Public School. A birth certificate, up to date shot record and proof of residency (utility bill, warranty deed, housing contract, tax form, driver's license and/or voter registration) are required at the time of enrollment. **PLEASE NOTE, ONLY PARENTS OF THE STUDENTS WILL BE ALLOWED TO ENROLL STUDENTS, UNLESS THERE ARE GUARDIANSHIP PAPERS FILED WITH THE COURT SYSTEM TO SHOW PROOF THAT THEY HAVE CUSTODY OF THE SAID CHILD/CHILDREN.**

## **EDUCATION OPEN TRANSFER ACT**

The law states: 'A student shall be allowed to transfer to a school district in which the parent or legal guardian of the student is employed as a teacher, as defined the Section 1-116 of Title 70 of the Oklahoma Statutes, upon approval of the receiving district only.' Also, "A student transferred pursuant to this section shall not be eligible to participate in a school-related extramural athletic competition governed by the Oklahoma Secondary Schools Activities Association for a period of one year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue."

### **A. CONSIDERATION OF EMERGENCY TRANSFER APPLICATIONS**

1. Transfer requests will be reviewed and approved or denied on a first- come, first -served basis. Transfers will not be accepted or rejected based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. (Continue to pg.7)

2. Quality of education for students residing in the Calumet School District is the first priority of the Board of Education. Accordingly, the Board reserves the right to leave open additional spaces in any program with the anticipation that said spaces are to be filled by resident students. Any requests for transfer will be considered secondary to such spaces being held for resident students. Only when the Board has determined that the additional spaces are not going to be filled will it consider filing such spaces with transfer students from another district.
3. Under no circumstances will a transfer be allowed which would necessitate the hiring of additional staff to handle the student or students or which would over-load an existing program or class. Under no circumstances will a transfer be allowed if there is not adequate physical space for the student or students wishing to transfer.
4. Discipline records of students applying to transfer to the Calumet School District will be requested as part of the student's records. It shall be within the discretion of the Board of Education and/or the Board's authorized representative to determine, based upon the student's disciplinary records, whether a transfer will be approved or denied. Students with negative discipline records or those deemed "not in good standing" at the sending school will generally not be approved for transfer to this district. A transfer application by a student who has previously been suspended from school for being found guilty of an act as outlined in 70 O.S. § 24-101.3 will automatically be rejected.
5. Students who transfer shall not be eligible to participate in school-related extra-curricular athletic competitions for one year from the first day of attendance unless the transfer is from a school not offering the sport the student is entitled to pursue.
6. Eligibility (effective with House Bill 2728) will be determined by the Oklahoma Secondary School Activity Association (OSSAA) when transfer was granted:
  - (1) as an emergency transfer.
  - (2) prior to January 1, 2000
  - (3) Pursuant to the Education Open Transfer Act and the student qualifies for a hardship waiver.
7. Transportation is not a service required under the Act, but it can be provided should the receiving district wish to offer it. However, transportation can only be provided within the boundaries of the receiving school district.

## **TRANSFERS**

Students entering the Calumet School who reside outside the school district must have legal transfers and must be responsible for their own transportation to the nearest bus stop. Students wishing to transfer to the Calumet School District may obtain emergency transfer request applications at the Office of the Principal. Written application for any transfer shall be made by the parent(s) of the student. The term "parent" means the parent of the student or person having legal custody (guardian ship papers) of the student. For further information on student transfers. Please visit the Calumet Public Schools website([www.chs.k12.ok.us](http://www.chs.k12.ok.us)) to view the full transfer policy.

## **STUDENT WITHDRAWALS**

Students withdrawing from the Calumet school system must report to the principal's office and obtain a withdrawal form. Before releasing grades to the student, all charges the student has incurred will need to be paid, all textbooks, library books and athletic uniforms will need to be returned.

1. A student who is absent too many days to receive credit for a course but has a passing grade will receive no grade and no credit.
2. A student who does not have a passing grade will receive an "F" and no credit.

## **ADVERSE WEATHER**

There may be times when school will be dismissed early because of severe weather. At such times announcements of dismissal will be broadcast on television channels and an all-call will go out to all parents. So please make sure you have an up-to-date phone number, so you can receive these calls and other important messages.

## **ATHLETIC ELIGIBILITY & ACTIVITIES**

Students in grades 3<sup>rd</sup> – 12<sup>th</sup> are encouraged to participate in co-curricular activities and organizations. Organizations include Future Farmers of America, Student Council, and Academic Bowl. Activities include sports, class projects, cheerleading and any other school program offered. Students must meet eligibility requirements as stated below to participate. Eligibility runs Monday to Sunday of the week.

1. Student's grades are checked each Friday or the last day of the week beginning the third week of each semester.
2. If a student is found not to be passing all courses at the end of the school day on Friday, they are put on probation for the following week. The student is eligible for extra-curricular activities during probation.
3. Students not passing all courses at the end of the probation week will be ineligible for the following week and until they regain eligibility, by passing all classes.
4. For a student to regain eligibility, they must be passing in all courses in which they are enrolled.

A student must be eligible that week to participate in student activities. Any student absent during the day of a night game must have that absence excused before being allowed to participate in the extra-curricular activity. Students who are absent due to illness on the day of the event will not be able to participate. Any student who is ejected from a game because of un sportsman like conduct will not be able to participate until ruled eligible by the principal. All athletes and cheerleaders must ride the bus to and from the game. All athletics and extra-circulated activities are regulated by the Oklahoma Secondary School Activities Association (OSSAA) and the school districts themselves. Please see OSSAA Handbook for additional information.

## **TEN DAY ACTIVITY RULE**

The maximum number of absences for activities, whether sponsored by the school or outside agency/ organization, which removes the student from the classroom shall be no more than ten days for any one class period for each semester. Excluded from this number are state and national levels of school sponsored contests or those for which a student must earn the right to compete.



## **ACTIVITY TRIPS**

Students going on a school sponsored activity will ride the school bus to and from such activity, unless permission is granted in advance of the activity to have alternate transportation. Students on the activity trips should conduct themselves so as to bring a good reflection on the school. **Students absent from school for a school activity, including sports, music, academic teams, track meets, academic contests, FFA contests, stock shows, etc., will make sure to obtain all assignments BEFORE leaving school. These assignments will be due upon the student's return to school. Long term work such as novel units, projects, research papers, etc., will be due on the dates posted regardless of the school activity absence.**

## **ATTENDANCE**

**Regular attendance at school is required by state law and charges parents with the responsibility for assuring such attendance by their children until graduation from high school or age eighteen (18) Article S, Section 229.** Any student must be counted absent if he/she is not actually present for classes even though the cause of the absence is beyond their control. A student being absent for a school activity is not included in this statement. **It is recommended that all regular doctor or dental appointments be made before, after, or on non-school days.** Parents must notify the school secretary by telephone or email when the student is absent, and a doctor's note is recommended upon the student's return. If the student is going to be gone for an extended amount of time the principal must be notified in advance. Please note, that every hour the student is gone from school they will be counted absent. Parents should notify the school by 8:00 am each day if a student is going to be absent from school or late. Student's will be required to pick up an admission slip in the office if they are late. Calumet schools work with Canadian County Truancy officers to ensure attendance laws are followed. In accordance with local school board policy, Calumet Public School students are considered regularly enrolled students only as long as they maintain a minimum attendance record of 10 days or less. Once a student reaches ten absences in any one class, without a doctor's note for student's absences, a truancy referral will be sent over to the Canadian County Truancy Office. A student cannot be absent more than 10 days in a semester and pass that semester.

**\* UNLESS STUDENT DOES BUY BACKS AFTER SCHOOL. (See page 12 for more information on buy backs.)**

Absenteeism for whatever reason, deprives the student of the experiences of participating in classroom activities. It should be understood by both parent and student that, in truth, a class period cannot be "made up". Although assignments done in lieu of class attendance meet the legal requirements of makeup work, such assignments are only a poor substitute for the learning experience the student gains by attending class. There is no way to repeat a classroom experience. **We ask that the parent/guardian be responsible for letting the school know when his/her child will be absent for any reason by calling the school at 893-2222.**

- **A tardy result at any time a student is not in the classroom and ready when the bell rings. Please keep in mind that three tardies in any one class is equal to one absence.**
- **When 20 minutes or more of the class period has been missed, it will be counted as an absence.**

Calumet Public Schools utilizes an automated calling system that will contact parents of students who  
(Continue to pg.10)

are recorded as Absent Unexcused during the school day, with important school announcements, or in the event of an emergency at school. Because this calling system uses the phone number that we have in our student information system, it is important that you update your information in your parent portal or contact the school office to notify the secretary of any changes in your contact information. The system will call the contact listed as contact number 1 in the student information system. Automated calls are generated at approximately 11:00 am. Even though a parent calls in that morning, an automated call will still go out, but will be noted in the system that parent called and reason why. After a student has been absent 3 times from any class, an attendance letter will go out. This letter is to indicate the number of absences by a student and will be emailed to the parent/guardian. Every time a student misses or accumulates 3 tardies, a letter will be generated and emailed at the end of every week, beginning with the third week of school. If a parent feels that an absence should be excused, then they can request an attendance hearing and go before a panel. (See Student Make-Up Absences pg.10).

## CALUMET HIGH SCHOOL TRUANCY POLICY

**A student may not leave school grounds or class during school hours without permission of the principal.** If permission is granted, all students must sign out in the office. Permission to check out will be given only when the principal or secretary is notified in person or by telephone by the parent or guardian (Except students who are 18). **If a student doesn't check out of the office before leaving school, it will be considered skipping school and will result in the following disciplinary action: 1 day OF ISD for each hour truant.**

## STUDENTS MAKE UP ABSENCES

If a student accumulates absences in excess of ten (10) days, he/she will have the option to make up absences after school during buy back time or if a parent/guardian believes there are special circumstances that exist which should be considered, he/she or his/her parent/guardian may request a hearing for consideration of the granting of credit. Such a request must be made in writing and presented to the principal at least one week before the end of the semester.

The student's hearing panel (consisting of the principal, counselor, and two classroom teachers.) will schedule a hearing when classes are in sessions on a regular school day. The student must be allowed a minimum of five (5) days following notification of the hearing date in order to gather evidence (such as hospital records, doctor's notes, etc.) contact witnesses, and prepare their case.

The student will be allowed to present his/her case before the hearing panel. Following the presentation of evidence, the hearing panel shall be allowed executive session to ballot for or against the granting of credit. The ballots will be counted in the presence of the student. The granting of credit shall be determined by majority vote of the panel. In case of a tie vote, credit will be granted.

The decision of the hearing panel shall be final and no other agency within the structure of Calumet Public Schools shall have the authority to overturn that decision. Decisions of this committee may be appealed to the Board of Education of Calumet Public Schools by contacting the Superintendent of Schools.

- Exceptions to the attendance rule may be approved or disapproved by the principal.
- Although an excused absence is given when the parent or guardian allows the student to be absent and notifies the secretary or principal in person, or by telephone. Students are encouraged not to be absent except when unavoidable. Notes will not be accepted to excuse an absence.

(Continue to pg.11)

- A student who is absent too many days to receive credit for a course but has a passing grade will receive no grade and no credit.
- A student who does not have a passing grade will receive an “F” and no credit.
- Buy Back is available for students to make-up absences.

## **BUY BACKS**

Buy backs will be used to makeup absences, it will run from 3:20 pm – 4:20 pm, Monday - Friday designated by the administration. It will be up to the parent or guardian to transport their student to and from school.

## **MAKE-UP WORK**

- Students will have one day for each day missed to make up work for an excused absence.
- Students are responsible for getting all missed work when they return, or they are leaving for the day.
- Students are responsible to logon to their email/ google classroom daily to check for any assignments that are due in each class.
- Parents wanting to pick up work for students while they are out, must call the school office by 8:00am each day, so teachers have time to bring all work to the office. **Please allow 1 to 2 hours for work to be gathered before it is picked up. Do not call and request it be picked up in less than one hour, it will not be ready.**

## **TARDIES**

Students are expected to be in the room by the time the tardy bell rings. Students that are not in the room as directed by teachers will be marked tardy. A student will be considered tardy when he/she has missed less than 20 minutes of a class period. When 20 minutes or more of the class period has been missed it will be counted as an absence.

- THREE TARDIES COUNT AS 1 DAY ABSENCE IN ANY ONE CLASS.
- 1 TARDY – WARNING
- 2 TARDIES – LUNCH REMEDIATION
- 3 TARDIES – LUNCH REMEDIATION AND DETENTION
- DISCIPLINE WILL BE AT THE DESCRIPTION ON THE PRINCIPAL

## **AUTHORITY**

Teachers have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are further responsible for the learning and social development of students in school. Teachers are therefore vested with the necessary authority to discharge these responsibilities. Any teacher or faculty member has this authority at any time on school property or at school functions. One of the most serious offenses a student can commit is insubordination to a teacher or faculty member, and any such behavior shall be dealt with most severely. Under no circumstances will disrespectful or threatening behavior toward a school employee be tolerated. Each individual teacher sets guidelines for behavior in his or her classroom, as well as expectations for class work. These rules are posted in each classroom and are communicated between teachers and students at the beginning of the school year. Students are expected to abide by ALL classroom regulations.

# **BUS RIDER RULES**

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules. Bus drivers are school employees and have the right to discipline a child. They are there to ensure the safety of your child and fellow students.

## **Before loading, students should:**

1. Be on time at the designated school bus stops to keep the bus on schedule.
2. Always stay off the road while waiting for the bus.
3. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.
6. Walk 10 feet in front of the bus.
7. Wait for driver's signal before crossing the road.
8. The driver is in full charge of the bus and students. Students must obey the driver.

## **While on the bus, students should:**

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in always keeping the bus safe and clean.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Treat bus equipment as valuable furniture as you would in your home. Damage to seats, etc. must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in seats while the bus is in motion.
12. Refrain from fighting, pushing, tripping while boarding, riding, and leaving the bus.
13. Be courteous to fellow students and the bus driver.
14. Remain quiet when approaching a railroad crossing.
15. Remain in the bus during road emergencies except when it may be hazardous to safety.
16. The driver has the right to assign seats.
17. Students must not use any abusive or profane language to other students or the driver.
18. No animals (dead or alive), glass or glass containers, sharp objects, ball bats, cutting instruments, etc. will be allowed on the bus without prior permission of the driver.
19. Misconduct will result in loss privileges of riding the bus.
20. Students will not be allowed to take balloons or flowers on the school bus.

**Bus drivers will fill out disciplinary action forms for violation of any rules broken while riding the bus. If a student receives 3 discipline notices they will be removed from the bus for a week. It will be the parents' responsibility to get their child to and from school.**

## **After leaving the bus, students should:**

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then crossroad.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

## **Extracurricular Trips:**

1. The above rules should apply to all trips under school sponsorship.
2. Sponsors will be appointed by the school officials.

## **CANADIAN VALLEY TECHNOLOGY CENTER (CVTC)**

We encourage our students to apply to the Canadian Valley Technology Center (CVTC) in El Reno, their Junior and Senior years. **Calumet Public Schools will provide bus transportation to and from CVTC. If a parent would like for his/her child(s) to drive to and from CVTC, parents will need to fill out a CVTC student permission form.** Students attending the CVTC will attend when the CVTC is in session and when Calumet Schools are in session. If Calumet Public School are out, then they are also out at CVTC and will not be counted absent there. Students enrolled at CVTC are expected to attend at all times unless they have been excused from CVTC because of sickness, school activity, or if CVTC is not in session. Students must be passing all course work at Calumet Public Schools before they are eligible to attend CVTC Field Trips or Extra Curricular activities.

## **CELL PHONE POLICY**

In order to maintain a quiet and orderly learning environment, students may not use or turn on any electronic devices, or other cellular communication devices such as a cell phone, apple watches, google glasses, etc. while in class. Exceptions to this rule are: students may use cell phones before the first bell rings at 8:05 every morning, in between classes, before entering the classroom and during their lunch period. Headphones are only allowed before school, in between classes before entering the classroom and during the lunch period. Headphones must be put away during classroom time, unless given permission from the teacher.

**Elementary Students are not allowed at any time to have cell phones turned on without the permission of the teacher or Principal.**

Students in violation of the rules shall be subject to disciplinary action under the student conduct on discipline policy, at the discretion of the administration, including confiscation of the device, parent/guardian conference, detention, or suspension. Note: Cell phone use is permitted at school sponsored activities, but Calumet Public School is **NOT** responsible for lost or stolen devices. **If your phone goes off, or you are using your device without permission, you are to take it to the office, to be picked up at the end of the day.**

- Students may request the use of the telephone in the Secretary's office before/after school, in between passing periods or with the consent of the principal. **All messages for students, including those of special instructions for transportation must be called into office prior to 2:20 p.m. After this time, some students go to athletics and may not be able to be reached.** Please try to confer with your child(s) before school each day. We understand that emergencies happen, and instructions change, but please allow us time to get the message out to students during non-classroom time.

## **CLASS SCHEDULE CHANGES**

Any student desiring to make changes to his/her schedule should make the request at the counselor's office. The request must be approved by the student's teachers and the counselor. Changes in schedule will not be allowed after the first full week of school.

Dropping/Withdrawing from a Concurrent Class: Students in concurrent classes must notify high school administrators before they drop a concurrent class. Depending on when the student drops the class, the student may still be responsible for the bill and may still receive a grade. When a college class is dropped, the student must replace that course with high school courses to maintain eligibility.

**Failure to do so could result in a loss of eligibility and failure to meet core requirements could result in delayed graduation.**

# **COLLEGE PREPARATORY/WORK READY CURRICULUM FOR HIGH SCHOOL GRADUATION**

*(TITLE 70 O.S. §11-103.6)*

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum united or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

## **4 Units English**

To include Grammar, Composition, Literature, or any English course approved for college admission requirements.

## **3 Units Mathematics**

Limited to Algebra I, Algebra II, Geometry, Trigonometry, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admissions requirements.

## **3 Units Laboratory Science**

Limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.

## **3 Units of History and Citizenship Skills**

including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements.

## **2 Units of the same Foreign or non-English language, or 2 Units of Computer Technology**

Approved for college admission requirements, whether taught at a high school or a technology center, including computer programming, hardware, and business.

Computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.

## **1 Additional Unit**

Selected from the courses listed above or career and technology education courses approved for college admission requirements.

**1 unit or Set of Competencies Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech.**

**1 unit of Personal Financial Literacy**

**CPR/AED is required**

**A complete ICAP profile is required**

**The local school board's graduation requirements may exceed the state graduation requirements of 23 units; Calumet High School requires 24 credits for graduation.**

## OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)

(Title 70 O.S. §2601)

Subject to the availability of funds, Oklahoma Promise will help pay the college tuition for students who meet certain criteria. To enroll in the program, students must be (1) an Oklahoma resident; (2) enrolled in the eighth, ninth, or tenth grade in an Oklahoma high school; and (3) the child of parents, custodians or guardians who earn less than \$55,000 per year. Curricular requirements are 23 credits, but the Calumet School Board requires 24 to graduate from the following subjects:

- **4 English:** grammar, Composition, Literature.
- **3 Mathematics:** Algebra I; Algebra II, Geometry, Trigonometry, Calculus, Advanced Placement Statistics.
- **3 Science:** Biology, Chemistry, Physics, or any certified lab science; general science with or without a lab may not be used.
- **3 History and Citizenship Skills:** Including one unit of American History and two units from the subjects of History, Government, Geography, Economics, Civics, and/or non-Western Culture.
- **2 World Languages or Computer Technology;** (two years of the same language) or computer technology courses in programming, hardware, and business computer applications such as word processing, databases, spreadsheets, and graphics. (Keyboarding or typing classes do not qualify. One foreign language and one computer course will not meet this requirement.)
- **1 Additional unit:** of subjects listed above
- **1 Fine Arts:** (Music, Art, Drama) or Speech

**The local school board's graduation requirements may exceed the state graduation requirements of 23 units; Calumet High School requires 24 credits for graduation** for more information, contact the State Regents for Higher Education at (800)858-1840, or [www.okhighered.org/okpromise](http://www.okhighered.org/okpromise)

### CLASSIFICATION OF STUDENTS

The minimum number of credits required at the time of regular enrollment in August to be classified:

FRESHMAN	9 <sup>TH</sup>	0 – 6 units
SOPHOMORE	10 <sup>TH</sup>	7 – 14 units
JUNIOR	11 <sup>TH</sup>	14 – 20 units
SENIOR	12 <sup>th</sup>	20 – 24 units

### GRADING SYSTEM

Calumet Schools use a numerical grading system, except in grades Pre-K, and Kindergarten. All grades will be recorded accordingly:

A= 100-90      B= 89-80      C 79-70      D = 69 – 60      F = 59 & below

Grades for students transferring from schools that use the letter system will be recorded as:

A = 90      B= 80      C = 70      D= 60      F = 59

## HONORS CLASSES

Physics, College Prep (AP) English, Trigonometry, Zoology, other any college classes taken through a university and/or Calumet Public Schools classes being offered for the school year approved by the school board. Honors classes are figured into the GPA as follows.

0-59	F	0.0 points
60-69	D	2.0 points
70-79	C	3.0 points
80-89	B	4.0 points
90-100	A	5.0 points

Points will only be given in Semester Grades through letter grades.

## PROGRESS REPORTS/REPORT CARDS

Elementary progress reports will be sent home at the end of every month. Elementary Report Cards will be emailed at the end of every semester. JH/HS report cards will be emailed at the end of every semester.

## **CONCURRENT ENROLLMENT OF HIGH SCHOOL**

Students entering 11th and 12th grade are eligible to take up to 9 credit hours of concurrent college coursework per semester through an approved college if they meet the following requirements:

- a. Have a minimum 3.0 unweighted GPA
- b. Scored a minimum of 19 on the ACT or Pre ACT in any subject area

OR

- c. Met the concurrent admission requirements for the college.

AND

- d. Have permission from parents and school administrators

The state of Oklahoma may waive tuition for concurrent students up to a certain number of credit hours, but the student is responsible for paying for academic fees and any required textbooks.

**Students who fail to attend class, maintain passing grades, or pay the required fees will not be able to enroll in concurrent classes the subsequent semester. All grades from concurrent classes are recorded and will affect GPA on both the student's high school and college transcripts. This could affect future college admission.**



## **COLLEGE VISITS**

Calumet High School seniors are given 3 days per year to visit prospective college campuses of their choice. These absences are excused but may require documentation from the college upon the student's return.

## **COMPUTER USE**

The Calumet Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our student and the teaching capabilities of our teacher. The board also believes that students and faculty members should be provided as much freedom as possible to explore the world of technology and to benefit from the educational opportunities it provides. It is the policy of this board that equal access to educational denied only for cause. However, the board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others. Technology shall include but not be limited to information technology, telecommunications technology, and implemental technology. Information technology shall include but not be limited to computer, computer hardware, scanner, multimedia material, facsimile; e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video, the World Wide Web (WWW) or Internet, Listers, multi-user domains and other technology used in distance learning or any other distance education. Telecommunications technology shall include but not limited to local area networks and wide area networks. Implemental technology shall include but not be limited to local area networks and wide area networks, and include but not be limited to implements, equipment, instruments or devices that promote the technology education process and are employed in the science or study of the practical, industrial, or mechanical arts or applied sciences.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will ensure that all members of the class read and understand such procedures.

Therefore, the board has directed the superintendent to develop rules, regulations and procedures governing the use of computers and computer technology in this district.

Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

Telecommunication users will not log into any area which obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain a Computer User Consent form and have the form signed by the student's parent. Legal guardian or other legal custodian before using any district computer which has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to ensure that such form is on file before a student is permitted to use computer telecommunications equipment.

It is unlawful for a person to send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information which purposely or negligently injures a person. Violations of this policy by an employee of the school district may result in disciplinary proceedings including the termination of employment.

Violations of this policy by students may result in disciplinary proceedings including suspension and the loss of user privileges.

# INTERNET AND OTHER COMPUTER NETWORKS

## ACCEPTABLE USE AND INTERNET SAFETY POLICY

THIS SECTION MUST BE READ AND THE FOLLOWING FORM SIGNED BEFORE INTERNET ACCESS IS ALLOWED TO STUDENTS OR EMPLOYEES.

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

The Internet is an electronic highway connecting thousands all over the world and millions of individual subscribers. Through the Internet, students and employees have access to:

- Electronic mail communication with people all over the world
- Information and news from professional organizations as well as the opportunity to correspond with others of like interest around the globe.
- Public domain software and shareware of all types.
- Discussion groups on a topic ranging from Chinese culture to the environment, to music, to politics.
- Access many universities library catalogs, the Library of Congress, and other valuable research tools.

With access to computer and people all over the world, also comes the availability of material that may not be considered of educational value in the context of the school setting.

Calumet Public School has taken precautions to restrict access to controversial material. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We, Calumet Public School, firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complete association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Calumet Public School user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied.

### INTERNET – TERMS AND CONDITIONS:

1. **ACCEPTABLE USE -** The purpose of ONENET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and then opportunity for collaborative work. The use of your account must be in support of education and research consistent with the educational objectives of Calumet Public School. Use of another organization's network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisements, political lobbying or unauthorized gambling is also prohibited.
2. **Privileges -** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use of their decision is final.

(Continue to pg.19)

3. The administration, faculty, and staff of Calumet Public School may request the system administrator to deny, revoke, or suspend specific user accounts. The cancellation of these can be for the duration of your stay at the Calumet Public School System and may close access at any time as may be required. Examples of actions which may constitute removal of user rights are:
  4. **Vandalism**, defined as any malicious attempt to harm or destroy data of another user, computer software, or equipment. This includes, but is not limited to, the uploading, downloading, or creating computer viruses. This also includes erasing software or changing the environment of the software or any computer or networking system. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to usage.
  5. **Using another student's name or trying to ID in as a teacher, or administrator. Trying to break the security into the network system.**
  6. **Malicious, vulgar, offensive, or unacceptable messages left on the networking system, or in another's personal's folder.**
  7. **Any other activity not deemed necessary for the efficient, ethical, and legal utilization of computers to enhance the education of Calumet Public School.**
  8. **Attempting to access pornographic material.**
  9. **Warranty**- Calumet Public School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Calumet Public School specifically denies any responsibility for the accuracy of quality of information obtained through its services.
- **Failure to Follow Policy** - The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violated this policy if he or she permits another to use this or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.
  - **Updates**- Users, and if appropriate, the user's parent/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.
  - **Security**- Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator of your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual. Attempts to log onto the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access

to the network and /or Internet. We at Calumet Public Schools use Smart filter Internet access management system at the Elementary and High School sites to assure that students are unable to access inappropriate material. In addition, we generate a weekly report that informs the Web Administrator which students have attempted to access inappropriate materials, thereby resulting in disciplinary action.

- **Active Restriction Measures** – The school, either by itself or in combination with Pioneer (our Internet access provider), will utilize filtering software or other technologies to prevent student from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of student, through direct observation and /or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors, Internet filtering software or other technology-based protections systems may be disabled by a supervising teacher as necessary, for purposes of bona fide research or other education projects being conducted by students age 17 or older upon the approval of a school administrator.
- **Network Etiquette** – Internet users are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden. Do not reveal your personal address or phone numbers of student or colleagues. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities. Do not use the network in such a way that you would disrupt the use of the network by other users. (i.e., downloading unauthorized software, etc.) All “Intellectual Property”, meaning databases, audio-visual material, electronic circuitry, Computer software recorded in any format, computer files, communications, information, Inventions, or discoveries generated through any activities associated with CPS will be considered sole property of CPS.
- **Vandalism-** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to Pioneer (internet backbone). This includes, but is not limited to, the uploading or creation of computer viruses. Users will not upload or download any copyrighted material. It is the user’s responsibility to determine if materials copyrighted. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent’s designee. Computer software will be installed into, or removed from, school district computers only by, or at the direction of, and authorized technology staff member. No commercial software will be installed on or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer system except as part of a class project or except as part of a class project or except as directed by authorized technology staff members. Removable media will not be used in school computers.

# **I-PAD POLICY K-6<sup>TH</sup> GRADE**

*To learn is to pursue understanding. To teach is to encourage and enable the pursuit of understanding.*

Learning at Calumet Public School is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 iPad initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students. The policies, procedures, and information within this document apply to all district-owned iPads used at Calumet Public School, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

## **1. TAKING CARE OF I-PAD**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly should be taken to the student's teacher or advisor.

### **1.1 General Precautions**

The iPad is school property, and all users will follow this policy and the Calumet Public School acceptable use policy for technology.

Only use a clean, soft cloth to clean the screen, no cleansers, or liquids of any type. Cords and cables must be inserted carefully into the iPad to prevent damage. iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Calumet Public School District.

### **1.2 Screen Care**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

## **2. USING YOUR iPad AT SCHOOL**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. **iPads are not allowed to be taken home unless specifically instructed by their principal or teacher to do so.**

### **3. MANAGING YOUR FILES & SAVING YOUR WORK**

#### **3.1 Saving to the iPad/Home Directory**

Students may save work on their iPads. Limited storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow.

#### **3.2 Network Connectivity**

The Calumet Public School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

### **4. SOFTWARE ON IPADS**

#### **4.1 Originally Installed Software**

The software/Apps originally installed by Calumet Public School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

#### **4.2 Additional Software**

Students are not allowed to load extra software/Apps on their iPads. Calumet Public School will synchronize the iPads so that they contain the necessary apps for schoolwork. Students will not synchronize iPads or add apps to their assigned iPad, including synching to home or personal iTunes accounts.

#### **4.3 Inspection**

Students may be selected at random to provide their iPad for inspection. iPads are the property of Calumet Public School District, and any staff member may confiscate any iPad at any time for any purpose.

#### **4.4 Procedure for re-loading software**

If technical difficulties occur or illegal software, non-Calumet Public School installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

#### **4.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching.

### **5. ACCEPTABLE USE**

The use of the Calumet Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Calumet Public School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Calumet Public School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources

may be denied, and the appropriate disciplinary action shall be applied. The Calumet Public School District's Student Code of Conduct shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

#### **5.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking an iPad home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

#### **5.2 School Responsibilities are to:**

- Provide Internet access and provide an individual Email account to its students.
- Provide Internet Blocking of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers. Calumet Public School District reserves the right to review, monitor, and restrict information stored on or transmitted via Calumet Public School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

#### **5.3 Students are Responsible for:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Calumet Public School District's designated Internet System is at your own risk. Calumet Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Helping Calumet Public School District protect our computer system/device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their iPad after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their iPad at the end of each school year. Students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment at Calumet Public School for any other reason, must return their individual school iPad computer on the date of termination.

#### **5.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the Calumet Public School web filter through a web proxy

#### **5.5 iPad Care**

Just like any school property issued to a student for individual use, students will be held responsible for maintaining the iPads and keeping them in good working order. Parents and students are responsible for any and all damage. iPads that malfunction or are damaged must be reported immediately. All iPad repairs must be handled through the district. Students are responsible for the actual cost of damages—not to exceed the cost of replacement.



## **5.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Calumet Public School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to Calumet Public School Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

## **6. PROTECTING & STORING THE iPads**

### **6.1 iPad Identification**

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- Calumet Public School Label
- Find My iPhone is installed on each iPad and can be used to track the location of any iPad
- Each student is required to save a document entitled “User Info” that includes the name of the student to whom the iPad is assigned and the name of his/her home room teacher.

### **6.2 Storing Your iPad**

Each classroom has a set of iPads and should not leave the classroom.

### **6.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

# **INTERNET INSTRUCTION AS AN ALTERNATIVE TO CLASSROOM INSTRUCTION (ACCELLUS)**

Pursuant to state law and State Department of Education regulations, Calumet Board of Education may, at its discretion, offer web-based and/or two-way interactive video instructions as a means to expand the district's course offerings. The board of education shall determine courses and grant credit for internet-based instruction.

Students taking such courses shall be subject to all State Department of Education regulations concerning the courses, including but not limited to the requirement to participate in all assessments required by the Oklahoma School Testing Program. Test results for students enrolled in Internet-based courses shall be disaggregated and reported.

## **Types of Internet Instruction**

1. Synchronous instruction occurs when the instructor and student's primary interactions are in real time and requires real time interaction between student(s) and instructor as the primary format of instruction.
2. Asynchronous instruction is not dependent on instructor and student(s) interaction in real time. It allows the student to engage in learning activities anywhere at any time.
3. Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.
4. Two – way interactive video instruction provides for real time interaction between student(s) and instruction by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructor may see and hear each other in an approximation of real time.

## **COMMUNITY USE OF FACILITIES**

Permission to use school facilities must be secured from the superintendent and/or building principal. Access to facilities will be for current Calumet students, parents, alumni as well as Calumet residents only. Any league team wanting to use any Calumet facilities should be made up of at least 50% current Calumet students.

# **CALUMET SCHOOL REGULATIONS**

Students guilty of any of the following acts while in attendance at school or under school supervision will be subject to the appropriate disciplinary action.

1. Immorality or profanity.
2. Truancy.
3. Violation of written school rules, regulations, or policies.
4. Possession, threat or use of a dangerous weapon.
5. Assault upon another student or person.
6. Conduct calculated to disrupt the operation of the school, class, or activity.
7. Conduct which jeopardizes the safety of others.
8. The willful disobedience of the request of any school official in the performance of such school official's duties.
9. Running, pushing, or hitting in the school hallways, classrooms, or crowded areas of the school.
10. Eating food, candy, or chewing gum in the classroom or hallway.
11. Improper display of affection (kissing, petting, holding hands, etc.) while under school supervision.
12. Vandalism, theft or fighting.
13. Misuse of medicines or drugs. No medicine or drugs will be used at school without permission of an administrator.
14. Bring obscene literature, obscene pictures, knives, electronic devices, or animals to school.
15. Any publication put out by the school must be approved by the administration.
16. Students will not be allowed to bring visitors to class without the permission of the principal.
17. Students in grades 7-12 cannot go to the elementary school except for classes, lunch, athletics or library without permission of the principal. No Playground, it is off limits.
18. Verbal or written threats on another student or person.
19. Verbal or written threats of violence.
20. Sexual harassment.
21. Bullying.
22. Plagiarism.
23. Headlocks or other dangerous behaviors.
24. Indecent exposure.
25. No cell phones or electronic devices are to be used in the classroom without the permission of the teacher.

## **CONDUCT POLICY ON DISCIPLINE AND CONTROL OF STUDENTS**

All students enrolled in **CALUMET SCHOOL** will be expected to abide by the rules and regulations set forth by the Administration, Teachers, and Board of Education while in attendance at school, school sponsored activities, or being transported to and from school sponsored activities in district owned transportation equipment. Any student that is found to be disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken

(Continue pg.28)

regulations. Disciplinary action may include, but is not limited to, expulsion, suspension, in-school detention (ISD), lunch detention, report, loss of privileges, verbal reprimand, and/or restitution. The student may accept the punishment, as designated by the administrator and/or teacher, or he/she may have the option of being suspended from school until he/she returns with their parent or guardian for a conference with an administrator. If both parties cannot arrive at mutual agreement as to the punishment the student is to receive for this offense, the student will be suspended from school until an agreement can be reached. The parent/guardian may appeal, in writing, to the Board of Education and a hearing will be held before said board, in accordance with the laws of the State of Oklahoma.

### **BULLYING**

In accordance with SB992, bullying in any form will be prohibited at Calumet Public School. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events. As used in the School Bullying Prevention Act: Harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. For further information on Bullying. Please visit the Calumet Public Schools website([www.chs.k12.ok.us](http://www.chs.k12.ok.us)) to view the full Bullying policy.

### **FIGHTING**

Student or students that are fighting during school hours or at school functions will receive at least an automatic 3-day suspension. Consideration will be made if there is a clear-cut student that starts the fight. If only one student is doing the physical violence, then only that student will be suspended and disciplined. If confrontation is excessive this could be considered assault and will be dealt with under the assault provision in the handbook.

### **GANG ACTIVITY**

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school ground, or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to student are prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion. The superintendent may provide in- service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

## **HAZING**

Hazing is prohibited by both State Law and Calumet Public School Board Policy. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage in hazing. (OS Sect. 1190 of Title 21)

“Hazing” means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school.

Violations of this law are subject to punishment as per state law.

## **WEAPONS FREE-SCHOOLS**

It is the policy of this school district to comply fully with the Gun-Free Schools Act. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or school sponsored transportation will be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;(B) the frame or receiver of any such weapon: (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary charge of more than one –quarter ounce, mine or any device similar to the to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities. No fireworks will be allowed on school property at any time.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a police officer or other person authorized by the board of education of the district, to have in such person’s possession on any public or private school property or while in any school bus or vehicle used by any school or transportation of students or teachers any weapon as defined as follows:’...any pistol, revolver, dagger, bowie, knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, Billy, hand chain, metal knuckles or any other offensive weapon.

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent’s designee. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee may modify the provisions of this policy on a case -by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

## **CALUMET SCHOOLS SUBSTANCE (CHEMICAL) ABUSE POLICY**

It is the intent of this policy to safeguard the health, character, citizenship, and personality development of all students in the Calumet Public Schools. This policy is predicated upon the belief that parents are concerned for the welfare of not only their own children, but for all children in the community. It is recognized that abuse of alcohol and drugs is a complex and multifaceted problem: the ultimate solution will be complex, and the schools play but one part in the total effort. There must be community to create an open environment where students feel secure, wanted, loved, and free to express their feelings.

### **A. SUSPICION OF INVOLVEMENT**

Defined as reasonable causes to believe involvement by a student.

(Examples: teacher alerts, drug dog alerts, NETS testing, etc.)

- Student will be removed from class to principal's office.
- Parents will be notified.
- Due Process will be accorded the student.
- Student will be searched in accordance with HB 1343.
- Students shall be suspended for the remainder of the day, and the two days following the violation. The administration also has the right to take any additional steps it deems appropriate.
- Parent must accompany the student to re-enter school after the suspension period is completed.
- Alternative action may be taken at the discretion of the administration

### **DIRECT POSSESSION/USE**

Defined as any student found to be selling, possessing, or using, but not limited to marijuana, LSD, heroin, cocaine, cocaine derivatives, barbiturates, and any other substances classified as a narcotic. Non-narcotic intoxicants, such as but not limited to nonprescription cough medicine, diet pills, inhalers, glue, gasoline, beer (including 3.2 beer), or any form of intoxicating liquor or alcohol.

#### **A. Course of Action for NARCOTICS:**

- Student's parents will be notified.
- Law enforcement authorities will be notified.
- Student shall be suspended for 10 days.
- Criminal charges will be filed.
- Due process will be accorded the student.
- The student will be expelled for two consecutive semesters following a conviction.
- The student may be readmitted to school after the expulsion only with parent accompanying the student to a school board meeting for re-entry interview.
- Alternative Action in specific cases may be taken at the discretion of the Administration.

#### **B. Course of Action for Other Substances Other Than Narcotics:**

- Student parents will be notified
- Law enforcement authorities will be notified.
- Student will be suspended for 10 days.
- Due Process will be accorded the student.
- Student will be readmitted to school after the suspension only with a parent accompanying the student to check back into school.
- A second offense of direct possession/use will result in suspension/expulsion for the current semester and may result in suspension for the succeeding semester.
- A parent shall accompany the student to a school board meeting to ask for re-admission after the expulsion has been served.
- Alternative action may be taken at the discretion of the administration.

## **TOBACCO**

- Calumet School Board and Officials with the Drug-Free Schools and Communities Act, Public Law 101-226, and State Law, 70 O.S. 1210.221 et seq. and are committed to meeting the provisions of these laws. (Compliance is mandatory)
- The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful... Tobacco and tobacco products are by definition illicit drugs. (Section 759, 759.1 and 797 of the School Laws of Oklahoma.)
- Calumet School will use age-appropriate, developmentally based drug and alcohol education and prevention programs for all students in all grade levels from early childhood through grade 12.
- Any student of this school district who believes that he or she may have a problem with drug abuse, alcohol abuse, or tobacco abuse, may be referred to the appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please contact the Calumet School Counselor.
- Students should understand that the school will not be responsible for payment of counselor nor the acts that may be carried out by any counselor that is recommended. The Calumet School Counselor will lead the student and parent in ways to select an appropriate counselor, but not recommend any specific person for the consultation.

## **DRUGS AND ALCOHOL**

Any student proven to have possession of illegal drugs or alcohol on school property or comes to school or school activities under the influence of drugs or alcohol will be placed in in-school detention or he/she may be suspended, as the administration deems necessary.

First Offense- The student will be placed in in-school detention for a period of 20 days and further action which may be deemed necessary by the principal.

Second Offense and Subsequent Offenses- The student may be placed in in-school detention for a period of 90 days.

Any teacher who had reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession:

1. Non-intoxicating beverages
2. Alcoholic beverages; or a
3. Controlled dangerous substance;

As the above are now defined by state laws, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of school and a parent or guardian. Reference: O.S. Title 70, Section 133.

Every employee employed by the Calumet School Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civil liability. Reference: O.S. Title 70, Section 24-132. The superintendent or principal of any pupil in school in the State of Oklahoma, or any teacher or security personnel, shall have the authority to detain and authorize the search, of any pupil or pupils on any school ground premises or while in transit under the authority of the school, or any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, such as illegal drugs, as defined in the Uniform Controlled Dangerous Substances Act and hereinafter

(Continue to pg.32)

referred to as controlled dangerous substances. The superintendent or principal authorizing such search shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The search shall be conducted by a person for the same sex as the person being searched. Students who violate the drug and alcohol policies are also subject to referral for prosecution under various State and Federal laws.

## PENALTIES FOR VIOLATIONS OF DRUG AND ALCOHOL POLICIES

Students are not allowed to possess, use, or distribute, drugs, alcohol or tobacco of any form **including any type of vapor E-Cigarette on school property or at school activities.** Discipline will be determined by the administration according to the severity of Violation.

- **1st offense- 2 days Suspension**
- **2nd offense- 3 days Suspension**
- **3rd offense- Suspension or Alternative placement. The length of time will be determined by the administration.**

## **IN-SCHOOL DETENTION RULES (ISD)**

If the student will be absent for any reason, the parent must contact the school that morning before 8:00 AM. The student will make up that time plus one (1) day when he/she has an unexcused absence when he/she returns to ISD.

Upon reporting to the ISD classroom, the student must bring the following materials:

- a. All books and supplies (paper, pens pencils, etc.) needed to complete the assignment in the classroom, student *are not* allowed to take materials from the classroom to work on at home.
- b. A school related book or magazine to read after daily assignments are completed and checked by the ISD teacher.
- c. The student must report to the ISD classroom on time. If the student is late, he/she will have an added day of ISD.

**Upon reporting to the ISD classroom, the student must turn in their cell phone to the Teacher/Principal.** The student **will be** assigned a specific seat for the duration of the time assigned to the ISD classroom. The area will be inspected for any damage or vandalism. Each student is responsible for repairing any damage or defaced during the day.

- a. The student **will follow** conduct regulations and all teacher directives while in the ISD classroom listed below:
- b. The student may not engage in talking, gesturing, or any voluntary activity that in the opinion of the ISD teacher is designed to distract, to be disruptive, or to be destructive.
- c. The student *may not* sleep or lay his/her head upon the desk at any time.
- d. The student *may not* leave his/her assigned seat unless, under proper procedures of conduct, the student is recognized by the ISD teacher and is given specific approval to be out of his/her seat.
- e. The student *is not* to have any food, gum, or drinks in the ISD classroom except during the lunch periods.
- f. The student **will follow** the daily schedule of the ISD classroom and complete all assignments submitted by the student's regular classroom teachers before leaving ISD.
- g. Failure on the part of the student to complete successfully his/her assignment to the ISD program will result in extra days of ISD or up to 10 days of out of school suspension.
- h. Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the I.S.D. supervisor or administrator prohibits contact with students in the regular education setting.



## **SUSPENSION OF STUDENTS (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the superintendent or the designee.

**1. Any student may be suspended for:**

- Acts of immorality
- Violations of policy or regulations
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform controlled Dangerous Substances Act)
- Possession of a firearm shall result in out-of-school suspension of not less than one year.
- Any act which disrupts the academic atmosphere of the school endangers or threatens fellow students, teachers, or officials, or damages property.
- Adjudication as a delinquent for a violent or nonviolent offense.
- DAYS SUSPENDED WILL COUNT FOR SEMESTER TEST.

1. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
2. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
3. Students suspended out of-school who are on an individualized education plan pursuant to IDEA, P.L. No.101-476, shall be provided the education and related services in accordance with the student's IEP.
4. A student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.
5. Student participation in extracurricular activities will be in accordance with district eligibility requirements.
6. The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeal committee and/or the board of education. The superintendent may delegate authority of suspensions to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

## **PROCEDURAL STEPS TO SUSPENSION**

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons, therefore.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension committee.
3. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the building principal must justify in writing why in-school placement was not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting. If a student is suspended out of school for five days (5) or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, Mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

## **APPELLATE PROCEDURES**

Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension committee if the period of suspension is ten days or less, or the board of education if the suspension is for more than ten days. The following procedures shall govern the appellate process:

1. The student or the student's parent shall notify the superintendent as soon as possible following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
2. Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the suspension committee (short term) or the president of the board of education (long term).

(Continue to pg.35)

The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

3. During the hearing the appeal, the student may be represented by legal counselor other adult representative; may examine witness on his/her own behalf; cross examine opposing witnesses and offer other evidence in the student's behalf including his/her own testimony.

4. The suspension committee (short term) or the board of education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent (s) shall be notified within five school days of a decision.

5. Decisions of the suspension committee may (or may not be appealed to the Board of Education.

## **APPEAL OF REINSTATEMENT**

Students, who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, at his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may recommend the reinstatement of the student or denial of the reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.

## **SUSPENSION APPEALS COMMITTEE**

A suspension appeals committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent.

"No school board, Administrator, or teacher may be held civilly liable for any action taken in good faith which is authorized by the law under the provisions of this policy for the consultation.

## **CALUMET PUBLIC SCHOOL ASSURANCE STATEMENT**

The Calumet School District does not discriminate on the basis of race, color, national origin, sex, age, or disability. This requirement not to discriminate in educational programs and activities extends to employment in the school district. The requirement also includes all vocational programs. Brandon Voss, Supt., Calumet Schools, PO Box 10 Calumet, OK 73014 telephone (405) 893-2222, has been designated to coordinate Title IX 504 and ADA Compliance activities including Title V.

## **DISCRIMINATION/HARASSMENT DISCLAIMER**

The Calumet Public School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities and provides equal access to the Boy Scouts and any other designated youth groups.

# **DRESS CODE REGULATIONS**

Having a dress code is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress according to fashion, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational programs.

The following dress code for students has been adopted by the Board of Education:

- **Skirts, dresses, pants & shorts:** the length of the skirt, dress, romper or short shall be long enough not to be conspicuous, inappropriate, or indecent, and the length of the garment must reach the end of the fingertips when the arms are fully extended in a standing position. Leggings or similar attire may be worn but must be under a garment that reaches the end of the fingertips when the arms are fully extended in a standing position. **Any clothing with holes or fraying above the fingertips will be considered indecent, inappropriate to the educational process.**
- Any problems that result from the wearing of *shorts* may result to **no** shorts at all.
- The waistband of shorts, jeans or pants must be worn at the student's waistline. Students who violate this portion of the dress code will be required to tuck their shirts in.
- Underwear should not be visible at the top of the pant line or through holes.

## **Tops:**

- Extremely thin or "see through" shirts or blouses may not be worn and should be properly buttoned.
- Any article of clothing which exposes the back or midriff while sitting or standing may not be worn.
- Shirts must come to the end of the shoulder where skin or undergarments are not exposed. No tank tops or tops with the small straps may be worn unless they are worn over or under a shirt.
- **Shirts or jackets with hoods (Hoodies):** Hoods must be removed when entering the building.
- **Shoes:** Shoes must be worn at all times.
- **No Pajamas, house shoes, or blankets will be allowed at school, unless it for a designated for a school spirit day and meets required school policy. The Administration has the authority to determine what the appropriate dress is as the need arises.**
- **Hats, caps, and beanies must be removed when entering the classroom.**

**SCHOOL ADMINISTRATION WILL DETERMINE IF CLOTHING IS DEEMED INCONSPICUOUS, INAPPROPRIATE OR INCEDENT THAT DISTRACTS FORM THE EDUCATIONAL PROCESS.**

## **ENFORCEMENT OF DRESS CODE**

Provisions of the dress code are applicable to the school day and to school-related activities. Exceptions or modifications of a provision of the dress code may be authorized by the principal for a specific school-related activity on a single event basis. The principal, or other designated school official, is delegated the authority to determine the proper action to be taken in issues related to the dress code.

**Any student deemed in violation of the dress code will be required to find clothing that meets the code. Clothing may be provided from the home, another student, or from the office. Once the matter has been discussed with the student or with student and parents, refusal to cooperate shall be deemed as defiance of authority and subject to discipline consequences according to school rules and policies. The Administration has the authority to determine what the appropriate dress is as the need arises.**

## **EMERGENCY PROCEDURES(DRILLS)**

All safety drills including fire, tornado, lockdown, and evacuation drills will be conducted according to Oklahoma State Department of Education policy. All drills will be scheduled and carried out according to district and site procedures. The safety of all students and faculty is of the utmost importance.

Fire, lock-down, evacuation, and tornado drill instructions will be discussed early each Semester. Students need to understand and follow these instructions as if it was a potential life and death matter. The **Fire Alert** is a continuous blast.

The **Tornado Alert** is a continuous 2-3 second blast.

The **Lock-Down Procedure** is practiced during the school year. If a lock-down is needed, the principal will announce information. Evacuation procedures will be covered with students by staff and announced as prescribed by the principal.

## **EQUAL OPPORTUNITIES-TITLE IX POLICY** **NOTIFICATION**

It is the policy of the district to provide equal opportunities to otherwise qualified handicapped individuals and to all individuals without regard to race, color, national origin, disability, sexual orientation, or age. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid, and employment. Inquiries concerning applications of this policy may be referred to the Section 504, Special Services Department, 101 N. Freehome, Calumet, Oklahoma 73014; (405) 893-2222.

**Grievance Procedure:** The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, The Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of the District that the Districts does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the district's efforts to comply with this assurance. The Superintendent is/are designated as the Compliance Officer and may be reached at 101 N. Freehome, Calumet, Oklahoma 73014; (405) 893-2222.

**Pre-filing Procedures:** Prior to the filing of a written complaint, the complainant is encouraged to visit with the Compliance Officer to make a reasonable effort to informally resolve the problem or complaint, See Board Policy DAA for complete information.

## **GENERAL RULES AND** **CARE OF SCHOOL PROPERTY**

A fully equipped school building is a part of the heritage of the student body. It belongs to many generations and is not the sole property of any group of students. Thus, it is the privilege and obligation of any one student body to appreciate fully, use carefully, preserve faithfully, and pass on the future generations the building, its grounds, and its equipment, without blemish. Anyone who damages school property intentionally will pay for the damages. Students will not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, along with other school property in order to properly supervise the welfare of students. (Continue to pg.38)

Schools' lockers, desks, computer activity and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such inspection. Schools will inform students in the student discipline code that they have no reasonable expectations of privacy rights toward school officials in school lockers, desks, and computer use other school property. **Lockers are assigned at the beginning of the school year, and students should not change lockers unless given permission by the office. It is the responsibility of every student to do their part in keeping the campus clean and the school building in excellent condition. Students are expected to respect all school property at all times. The campus and buildings reflect pride in our school.**

## **GIFTED AND TALENTED**

A gifted and talented program exists at Calumet High School. A policy handbook exists and may be requested from the Gifted and Talented Coordinator.

## **OKLAHOMA HONOR SOCIETY**

The State Department of Education considers the top 10% of students in a school to be members of Oklahoma Honor Society. Individual districts may set policies for how the top 10% will be determined. Calumet Junior High and Calumet High School will select these students based on weighted GPA, with priority given to upperclassmen.

## **GRADUATION USHERS**

The top 4 juniors who are academically eligible will be chosen as ushers for the senior graduation.

## **DRESS REGULATIONS FOR GRADUATION**

Graduates should be proud of themselves and their accomplishments and the honor that is bestowed upon them and their parents at graduate time. They are the focus of attention and as such should be mindful of their appearance and actions during the ceremonies. Regarding the nature of traditions of the graduation ceremonies, the Board of Education has adopted the following dress guidelines for the day of graduation:

**School approved Cap and Gown will be worn by all graduates during the ceremony. Caps are not allowed to be decorated except for tribal regalia by Native American students.**

- Boys: a. Dress shirt with collar and tie  
b. Full length dress pants  
c. Appropriate shoes or boots (no tennis shoes)
- Girls: a. An appropriate dress or skirt and blouse.  
b. Appropriate dress shoes (no tennis shoes)

## COMMENCEMENT POLICY

The Calumet Board of Education, the administration and the faculty of Calumet High School view the commencement ceremony as a formal celebration of student accomplishments. Many family members and friends of the graduates, as well as guest from the community, look forward to these momentous events. Graduating seniors are asked to display appropriate and controlled behavior during speaker's presentations and during the awarding of diplomas to ensure those in attendance have an enjoyable experience and the ceremonies proceed in an atmosphere of pride and dignity. Therefore, the following policies will apply to graduating seniors:

- A student participating in commencement exercises will be considered a student of the Calumet School District until such exercises have been completed.
- A student participating in commencement exercises will be required to abide by the school discipline and dress code during practice sessions and the actual ceremony. Any student failing to attend graduation practice sessions without prior communication for extraordinary reasons will not be allowed to participate in the commencement ceremony.
- A student will not engage in any disruptive activity, which interferes with the graduation process or infringes on the rights of other graduates. The administration shall have the power to impose discipline on any student who engages in such activity.

## VALEDICTORIAN/SALUTATORIAN HONORS

Senior high school students will be required to complete 24 units. Number and type of curriculum will conform to current state and local laws. To be eligible for the Valedictorian and Salutatorian honor, students must have attended Calumet High School for their final school year. **All grades beginning with the freshmen year and up, including the end of the first semester of the senior year are used in the final decision, based on their weighted grade point average. Any senior with a weighted GPA of 4.0 or higher will be given the Valedictorian honors. Any senior with a weighted GPA from 3.8 to 3.99 will be given Salutatorian honors.**

## **HANDICAPPED**

Federal law requires every school district to provide education to handicapped children from birth through 21 years of age. The earlier a child is started in a program suited to his needs, the more successful his experience with education will be. Those who have a handicapped child or know of a handicapped child who resides in the Calumet School district who need special services, please call Mrs. Renbarger or Mr. Belcher at (405) 893- 2222. Notice may be delivered to the Superintendent's office any school day between 8:05 a.m. and 3:20 p.m.

## HOMEcoming

Basketball team members will choose the homecoming king and queen candidates. Girls will nominate four basketball boys for king candidates. Boys will nominate four basketball girls for queen candidates. The student body will vote for Homecoming king and queen. No student who has been expelled during the current year will be considered. A queen or king may not win in consecutive years. Two staff members will count the votes, with one being the High School Principal and the other being an administrator, Student Council Sponsor, or high school secretary. The crown bearer and flower girl will be randomly chosen from the kindergarten class. Responsibility for the organization and decoration of all homecoming activities is the responsibility of the Cheerleader Sponsor, cheerleaders, or student council. A long-stemmed flower will be given to each queen candidate and a bouquet to the queen.

## IMMUNIZATION REQUIREMENTS

All students must have on file a record of current, up to date immunizations. Oklahoma Law (os70-1210.191) states that no minor child shall be admitted to any public; private or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving, immunizations against Diphtheria, Pertussis, tetanus, Haemophilus influenza type B(HIB), Measles(Rubella), Rubella, Poliomyelitis, Varicella, Hepatitis A, and Hepatitis B or is likely to be immune as a result of the disease.

If a child's immunization records are not up to date, immunizations can be taken free of charge at the Canadian County Health Department. **Failure to get your child's immunization records up to date could lead to suspension from school.**

### **GUIDE TO IMMUNIZATION REQUIREMENTS IN OKLAHOMA 2023-2024**

CHILD CARE	PRE-SCHOOL/ PRE-KG	KG THRU 6 <sup>TH</sup>	7 <sup>th</sup> - 8 <sup>th</sup>	9 <sup>th</sup> - 12 <sup>th</sup>
4 DTP/DTaP	4 DTP/DTaP	5 DTP/DTaP	5 DTP/DTaP & 1 Tdap booster	5 DTP/DTaP & 1 Tdap booster
1-4 PCV	NOT	REQUIRED	FOR	SCHOOL
3 IPV/OPV	3 IPV/OPV	4 IPV/OPV	4 IPV/OPV	4 IPV/OPV
1MMR	1 MMR	2 MMR	2 MMR	2 MMR
1-4 Hib	NOT	REQUIRED	FOR	SCHOOL
3 Hep B	3 Hep B	3 Hep B	3 Hep B	3 Hep B
2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
1 Varicella	1 Varicella	1 Varicella (2 <sup>nd</sup> dose recommended at KG entry	1 Varicella (2 <sup>nd</sup> dose recommended at KG entry	1 Varicella (2 <sup>nd</sup> dose recommended at KG entry



- Children in childcare must be up-to date for their age for the vaccines listed.
- All Measles, Mumps and Rubella (MMR) varicella and hepatitis A vaccine doses must be administered on or after the child's first birthday (or up to 4 days before the birthday) to be counted as valid doses.
- If the 4<sup>th</sup> dose or DTP/DTaP is administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTP/DTaP is not required.
- Beginning Jan. 1, 2003, 5<sup>th</sup> doses of DTaP must be given on or after the 4<sup>th</sup> birthday (or within 4 days before the 4<sup>th</sup> birthday).
- If the 3<sup>rd</sup> dose of IPV/OPV is administered on or after the child's 4<sup>th</sup> birthday, then the 4<sup>th</sup> dose of IPV/OPV is not required.
- Hepatitis B may be administered in a two (2) dose series to children 11 through 15 years of age. All other age groups will receive the three (3) doses Hepatitis B series.
- A parental history of a child having Varicella (chickenpox) disease is acceptable in lieu of Varicella vaccine.
- Hib vaccine is not required for students in pre-kindergarten or kindergarten through grade twelve but is required for children in childcare.
- Longer than recommended time periods between doses of multi-dose vaccines do not diminish the effectiveness of these vaccines. It is not necessary to restart the series of any vaccine due to longer than recommended time periods between doses.
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children who are "in the process of receiving immunizations."
- Pneumococcal vaccination (PCV or PPV) is not required for school or childcare.
- Doses administered 4 days or less, before the minimum intervals or ages, will be counted a valid dose; applies to all children including those already enrolled.

**For further immunization information please call the Immunization Service, Oklahoma State Department of Health at 405-271-4073.**

Remember that children following a medically approved schedule for completion of an immunization series may be allowed to attend school, however the school is responsible for ensuring that the series is completed. Parents or guardians are required to present a schedule for completion of the required immunization that has been signed by a licensed physician or public health authority. Students who have not completed the hepatitis B vaccine series or any other vaccine series when the semester starts, may attend school while completing the series. Oklahoma's School Immunization Law allows exemptions to immunization for medical, religious, or personal objections. Exemption forms are available from the Oklahoma State Department of Health. Certificate of Exemptions forms for parents and guardians claiming an exemption from the immunization requirements for their children, may be obtained from Oklahoma State Department of Health.

## ILLNESS/HEAD LICE AND OTHER CONTAGIOUS DISEASES

Children with any type of contagious malady, including fever, nauseous/vomiting, diarrhea, pink eye, and head lice will be sent home and will not be admitted back into school until declared free from the ailment. (School Laws of Oklahoma 70-1220-194, and H.B. 1550). Doctors note or certificate from the health department may be required before re-admission to school if there is a reoccurrence of the ailment. **All students must be fever free and free of other ailments for 24 hours prior to returning to school. For this purpose, a temperature of 99 will be the cut off to determine if child has fever and should not be at school.** If any of the above symptoms are present before school please keep them home, if the child comes to school sick a parent will be called and someone will have to pick up the child, they cannot remain at school. If the student becomes sick during school hours, parents will be notified, and the student must be picked up. In the case of head lice, **ALL NITS MUST BE PICKED OUT OF THE HAIR BEFORE THE STUDENT CAN RETURN TO SCHOOL. IF THE STUDENT IS NOT COMPLETELY CLEAR OF ALL NITS (EGGS) AND LICE, HE/SHE WILL NOT BE ADMITTED BACK TO SCHOOL. A DOCTORS NOTE OR A CERTIFICATION FROM THE HEALTH DEPT. LOCATED AT 100 S. ROCK ISLAND AVE. EL RENO, OK, HAS TO DEEM THE STUDENT ALL CLEAR, BEFORE THE RE-ADMISSION TO SCHOOL.** The parents will need to report to the school principal with the appropriate document before the student can return the classroom. For further information on these and other types of conditions, contact the school. The parents of students that are out of school with communicable diseases will be responsible for obtaining the required homework and overseeing that the homework is returned in the allotted time given by the student's teacher/teachers. When a child is sent home for lice infestations, he or she shall not be excused for more than 48 hours. The child is expected to return to school the next day. A parent or guardian must accompany the student to the readmission screening to provide transportation home if student is not free of lice and nits.

## PANDEMIC FLU POLICY

Calumet School's policy for pandemic flu and other infectious diseases may be viewed at the Superintendent's office upon request.

# COMMUNICABLE DISEASE POLICY

The Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and those bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid. The superintendent is directed to prepare regulation establishing proper procedures for handling the disposing of body fluids. The superintendent will identify employees who could anticipate coming into contact with blood or other potentially infectious materials as a result of their job. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place. Under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Health Service. School district employees who have had exposure to a communicable disease will participate in follow-up confidential medical evaluation documenting the circumstances of exposure, identifying, and testing the source (if individual consents), testing the exposed employee's blood (if the employee consents), post exposure prophylaxis, counseling, and evaluation and their written opinion of the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

## ALERT TO PARENTS ABOUT MENINGOCOCCAL DISEASE AND MENINGOCOCCAL VACCINES

### **What is Meningococcal disease?**

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

### **Is Meningococcal disease dangerous?**

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, despite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. Therefore, preventing the disease is important.

### **Signs and Symptoms of Meningitis**

- Headache
- Fever
- Chills
- Stiff Neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots.

This vaccine is not required to attend kindergarten through 12<sup>th</sup> grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. Vaccines can prevent many types of meningococcal disease. For more information, contact your healthcare provider or local county health department.

## **SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATIONS**

Senate Bill 343, “Self-Administration of Medication.” Signed by the governor, became effective April 28, 2003. The purpose of this bill authorizes self-medication for asthma inhalers.

Calumet Public School will permit the self-administration of inhaled asthma medication by a student when all of the following criteria are met:

- Written authorization by a parent or guardian for the student to self-administer the medication.
- A written statement, provided to the school by the parent or guardian, from the physician treating the student, that the student has asthma and is capable of self-administration of medication.
- The parent or guardian of the student must provide the school an emergency supply of the student’s medication.

The parent or guardian of the student has been informed, in writing, that the school district and its employees shall incur no liability as a result of an injury arising from the self-administration of medication by the student.

Senate Bill 2239, effective September 1, 2008, permits the self-administration of anaphylaxis medication by a student for treatment of anaphylaxis.

Calumet Public School will permit the self-administration of anaphylaxis medication by a student when the following criteria are met.

- Written permission provided to the school by the parent or guardian, from the physician treating the student, that the student is capable of self-administration of medication.
- Written authorization by a parent or guardian for the student to self-administer the medication.
- The parent or guardian of the student must provide the student’s medication.

The parent or guardian of the student has been informed, in writing, that the school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label.

A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is effective.

Calumet Public School has the right to revoke this privilege should, in the opinion of the administration and/or school nurse, the student exhibits the inability to self-administer the medication correctly and safely in regard to himself/herself and /or other students.

## **POLICY OF DISPENSING MEDICATION**

1. The term “medicine” as used in this policy means “nonprescription medicine” and “filled prescription medicine”. “Filled prescription medicine” is prescription medication contained in a prescription vial with a label which correctly states the patient’s name, prescription name, pharmacy name and address.
2. JH/HS will not dispense medicine, this includes aspirin or ibuprofen, unless it is a prescription. Only the following personnel will be authorized to administer medicine at school: the school principal or secretary; and all medicine will be dispensed in the school office (Continue to pg.45)

3. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principals' office if the parent signed an authorization to dispense medications in the enrollment packet. Authorization slips will be kept on file in the principals' office.
4. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Nonprescription medication may be dispensed, and administration of the medicine listed on the label, or as otherwise authorized in writing by the physician. All medicine will be properly stored, in a locked cabinet, that is not readily accessible to persons other than the persons who will administer the medication.
5. 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, name of medicine, which was administered, the dosage of the medicine, which was administered, and the time the medicine was administered during each school year.
6. The Board of Education adopts this policy pursuant to the provisions of 70 O.S.1984, §1-116.2. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school employees in administering any medicine pursuant to the provisions of the statute.
7. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

## **JUNIOR -SENIOR PROM**

The prom is to be held near the end of the school year. The junior class is responsible for preparing for the prom; decorating will be done outside of school time under the supervision of their sponsors and parent committee. The prom will be held in the East Gym of the elementary building and decorating will begin on the Wednesday after school, on the week of the prom. Prom expenses should not exceed \$3,500.00 with anything more than this having the approval of the principal. Members of the Calumet junior and senior classes are eligible to attend and invite a date. **Dates must be a high school freshman or above, no one under the 9<sup>th</sup> grade or over the age of 21 will be permitted.** The only exception would be unless they are a spouse of a junior or senior high student at Calumet High School. All dates of Calumet Students must have a guest form filled out and returned to the principal before prom. If no guest form is filled out and returned, students date will not be allowed into prom. The guest list shall include: The superintendent, principals, secretaries, teachers, class parents of the junior and senior class, school board members, and all spouses.

All junior sponsors, junior class parents, and senior class sponsors (not senior parents) should plan on attending the prom from beginning to end. *All juniors attending the prom are required to clean up.*

*(Continue to pg.46)*

**Failure to do so will result in disciplinary action by sponsor and/or administration.** Senior sponsors are not expected to help with clean up. No drinking of alcoholic beverages will be allowed. This statement is addressed to teachers, spouses, other invited adults, and all students and dates. Appropriate dress for the prom is a suit and tie, or tuxedo, and dresses or formals. All guests will follow the same rules that apply to the students. All students must be eligible to attend, and this includes attendance.

## **LOCKERS**

Students will have individual lockers. Large amounts of money or items of personal value should not be brought to school. Students should not exchange lockers or permit others to enter their lockers. Students are responsible for both the contents and conditions of the locker assigned to them. The school is not responsible for the contents of the locker and student should not expect a reasonable amount of privacy from the administration.

## **MOMENT OF SILENCE**

In accordance with Senate Bill 815, a minute of silence will be observed each day at Calumet Public Schools. The moment of silence is for the expressed purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity.

## **PROMOTION AND RETENTION**

- The Calumet Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years of public education are necessary to achieve the minimal standards of an appropriate education.
- Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IBP team.
- Grade level placement in the elementary and in the junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances.
- Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

(Continue to pg.47)

- A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desire, when it becomes apparent that a child may need to remain at a grade level.
- Upon request of the student, or the student's parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the Oklahoma Academic Standards (OAS) for the applicable grade level or course. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion- referenced test, thesis, project, product, or performance. (See also policy EIAE.)
- Students demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents or guardians in making such promotion/acceleration decisions.
- Elementary, middle level, or high school students may demonstrate proficiency in the OAS Outcomes for grades 9-12 high school curriculum areas. Appropriate notation will be placed on the high school transcript. The unit(s) shall count toward meeting the requirements for the high school diploma.
- The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.
- REFERENCE: 70 O.S. §24-114.1; 70 O.S. §11-103.6; CROSS-REFERENCE: Policy EIAE, Proficiency Based Promotion.

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

PDA will not be allowed on school grounds, this includes holding hands, kissing, hugging, or any other socially inappropriate behavior.

## **PUBLICATIONS**

A copy of each issue of any publications or printed material must be provided to the principal to review before its distribution. It must contain the name and organization or individual responsible for the publication or printed material.

The principal shall have the right to withhold distribution of printed materials which, in the opinion of the principal, contain:

- Language or art exposing any person to the public hatred, contempt, or ridicule, or that is otherwise libelous.
- Obscene language or art.
- Language or art advocating illegal, violent, or disruptive behavior.
- Language or art advocating prejudice against any person or group.

(Continue to pg.48)

Any person denied permission by the principal to distribute printed material may file an appeal with the superintendent's office with ultimate appeal to the Board of Education. Unauthorized printed material may be confiscated immediately.

## **SCHOOL DANCES**

Dances will be permitted with permission of the principal. The Student Council may sponsor a Homecoming Dance. Sponsors must be in attendance. The sponsoring class should furnish the music. They should also furnish refreshments without charge.

All dances must be held on school property and may be held only at the end of the week. They may start immediately after an athletic event and may last no longer than 12:00 AM.

Once you leave you cannot be readmitted unless arrangements are made with the sponsors of the dance. (This is only in emergency situations.)

Students currently enrolled in Calumet Junior or Senior High School will be permitted to attend if they are eligible. Since dances are school functions, rules of dress and behavior for the regular school day must be followed.

Students may invite one guest out of school or from another school, if approved, but they are responsible for the behavior of these invited guests.

## **SCHOOL GUEST/VISITATION**

Students are not allowed to bring other children as visitors to school. Parents are always welcome to come to school as needed, however, they must first stop by the office before going anywhere on the school grounds or in the building. No visitor may confer with a student in school unless it is with specific approval of the principal. Should an emergency arise, and the visitor requires a student to be called to the office to meet a visitor, the conference will take place in the school office. A minor student is never permitted to leave the school with anyone who is not clearly identified as his/her parent or person authorized to act on behalf of the child's parent. A call must come from the parent/guardian for a student to leave with someone else, a student's word is not good enough.

The superintendent or, in his absence, the building principal, is authorized to prohibit the entry of any person whose presence in the school is not required by reasons of enrollment, employment, maintenance or to expel any person when he has reason to believe that the presence of such person is or will become averse to the good order to the school. If a person so identified and instructed refuses to leave school premises or creates a further disturbance, the superintendent or principal is authorized to request assistance from the local law enforcement.

## **SCHOOL INSURANCE**

The Calumet School system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered. Neither the school nor any school official is compensated by the insurance company. Each student must have an up-to-date physical on file to participate in any scrimmage, games and/or cheerleading.



## **SCHOOL LUNCH AND BREAKFAST PROGRAM**

Wholesome food is provided in the school cafeteria at a very reasonable cost for students. A free and reduced breakfast program and lunch program is also available for those who qualify. Applications may be obtained through the parents Wengage portal or by contacting Tina Hunter at 893-2498. Student's lunch and/or breakfast charges should not exceed 10 days. Parents will be notified and expected to pay these charges. The cafeteria will open each morning at 7:40. Lunch is served from 11:00 – 12:35.

## **JUNIOR HIGH LUNCH CLOSED CAMPUS**

7<sup>th</sup> and 8<sup>th</sup> grade students at the Junior High are not permitted to leave campus during the lunch hour. Students who go off campus for lunch will be subjected to in-school suspension and/or any other discipline designated by the school administration. Parents are asked to abide by this policy and keep lunch deliveries and/or student checkout at lunch time to a minimum.

## **CAFETERIA REGULATION**

The school cafeteria is our dining room. Courteous manners, quiet conservation and appropriate behavior are expected. Students are to eat in the cafeteria only, unless a JH/HS student has brought a lunch, they may eat it outside at one of the tables. No food or drink is to be taken from the cafeteria, unless told do so by a teacher or administrator. No one can invite or have guests at lunch without prior approval by an administrator. **No outside food or drinks (except water with lids) will be allowed to be brought into the school unless approved by building principal.** The following rules will apply:

- a. Students must walk to the cafeteria. This includes the main building, in the hallways, and gym.
- b. Students will not cut in line or save places in line for other students.
- c. Neither food nor utensils may be taken from the cafeteria.
- d. When finished eating students are to clean their eating area and place all trash in the trash containers.
- e. Students are not to cut through the cafeteria during and between classes.
- f. PK – 12<sup>th</sup> grade students who are celebrating a birthday may bring treats to the cafeteria at their designated lunch time.
- g. All Elementary class parties such as Halloween, Christmas, Valentines, and Easter must be held in the cafeteria. Parents may attend to their child's class parties.

## **CHILD NUTRITION PROGRAMS (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the comprehensive nutrition programs in this school district.

### **School Cafeterias**

1. Any student may eat in the school cafeteria or other designated place. All elementary students are expected to eat with their classmates. Any elementary student needing to eat at home will be excused upon receipt of a call or note from parents.
2. Cafeteria items will remain in the cafeteria and discarded properly before leaving the cafeteria. No drink (besides water bottles), candy, or other food items are permitted in the classroom or computer lab. Students who violate this policy, are subject to disciplinary action.
3. Students are allowed to bring lunches from home and eat with their class. Sodas should not be a part of this lunch. We suggest fruit drinks or milk. Milk is available in the cafeteria.

4. Meals prices will be established by the superintendent and food service supervisor, with the approval of the board of education, at the beginning of each year.
5. Meals prices will be conspicuously posted in each cafeteria.
6. A Guest who wants to eat in the cafeteria, must be cleared through the food service supervisor and school principal.
7. Use of dining room facilities by non-district organizations or individuals must have approval of the superintendent.
8. The food service supervisor will develop in-service training programs, approved by the superintendent, for the food staff.
9. Under federal law, a school that operates on a commodity program is prohibited from charging for meals to any adult, including employees of the district.
10. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.

### **Definitions**

1. Competitive foods mean any food or drink sold in competition with the National School Lunch Program and/or School Breakfast Program in food service areas during the meal periods.
2. Dietary Guidelines for Americans means the current set of recommendations of the federal government that are designed to help choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
3. Nutrition education means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
4. Foods of minimal nutritional value means:
  - A. In the case of artificially sweetened foods, a food that provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per servicing: and
  - B. In the case of all other foods, a food that provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.
  - C. Food that is classified into four categories: Carbonated soft drinks, chewing gum, water ices, certain candies made predominately from sweeteners such as hard candy, licorice, jellybeans, gumdrops, marshmallows, fondant, cotton candy, and candy-coated popcorn.
5. Food service area means any area on school premises where child nutrition programs meals are both served and eaten, as well as any areas in which such meals are either served or eaten.
6. Meal's period means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.

### **Nutrition Education**

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local district health education standards, Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management; the use and misuse of dietary supplements; safe food preparation, handling, and storage; and cultural diversity related to food and eating.

2. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising; and
  3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.
- In order to reinforce and support district nutrition education efforts, the building principal is responsible for ensuring:
1. Nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating and includes social learning techniques. To maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible.
  2. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) are established to provide screening, referral, and counseling for nutritional problems; inform families about supplemental nutritional services available in the community (e.g., food stamps, local food pantries, summer food services program, child and adult care food program); and implement nutrition education and promotion activities for school staff, board members, and parents.

### **Nutrition and Food Service Operation**

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the building principal is responsible for ensuring:

1. The school encourages all students to participate in the school's child nutrition program meal opportunities.
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply.
3. The school's child nutrition program maintains the confidentiality of students and families applying for or receiving free or reduced-price meals (or free milk) in accordance with the National School Lunch Act.
4. The school's child nutrition program operates to meet nutrition standards in accordance with the Healthy Meals for Healthy American Act of 1991, as amended, and with applicable state laws and regulations.
5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans.
6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items.
7. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served.
8. The district will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food(s) to be omitted and the food or choice of foods that must be substituted.
9. Food service equipment and facilities meet applicable local and state standards concerning health; safe food preparation, handling, and storage; drinking water; sanitation; and workplace safety.
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment; school dining areas will be reviewed to ensure;

- A. Tables and chairs are of the appropriate size for students
- B. Seating is not overcrowded
- C. Students have a relaxed environment
- D. Noise is not allowed to become excessive
- E. Rules for safe behavior are consistently enforced
- F. Tables and floors are cleaned between meals periods
- G. The physical structure of the eating area is in good repair
- H. Appropriate supervision is provided.

### **Foods of Minimal Nutritional Value and Competitive Food Sales**

In keeping with federal regulations, the district controls the sale of foods of minimal nutritional value and all competitive foods.

Accordingly, the district will offer choices in vending machines from the following nutritional foods items:

1. Canned fruits
2. Fresh fruit (e.g., apples and oranges)
3. Fresh vegetables
4. Fruit juice and vegetable juice (at least 50% full strength), and bottled water (within established district guidelines)
5. Low-fat crackers and cookies, such as fig bars and ginger snaps
6. Pretzel
7. Bread product (e.g. bread sticks, rolls, bagels, and pita bread)
8. Ready-to-eat, low sugar cereals (e.g. granola bars made with unsaturated fat)
9. Low-fat (one percent) or skim milk
  
10. Low-fat or nonfat yogurt
11. Snack mixes of cereal and dried fruit with a small amount of nuts and seeds; 12. Raisins and other dried fruit.
12. Low-fat crackers

(NOTE: the district may modify the list as necessary)

### **Other Foods Offered or Sold**

The district recognizes that federal government standards requiring schools to provide child nutrition program meals consistent with applicable Dietary Guidelines for Americans do not apply to competitive foods sold or served outside the food service areas as defined in this regulation.

## **SEMESTER TEST**

All students in 7<sup>th</sup> – 12<sup>th</sup> grade can be exempt from taking the semester tests for individual classes by maintaining an “A” average with no more than 3 absences, a “B” average with no more than 2 absences, a “C” average with no more than 1 absence. Students taking semester tests must stay the whole testing period. If the student is done taking all their tests for the session, they must have parent permission to leave. Once the student is checked out, they must leave school campus. They are not allowed to go to the gym! The first session of semester tests will include 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> period classes. The second session of testing will include 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> period classes. Each class teacher will determine their semester test weight with no test counting less than 10% or more than 20% of the final grade. Teachers teaching AP classes may choose to require all students to take the semester test.

## **SENIOR TRIP**

All seniors must be eligible for grades and attendance to go on the Senior Trip. No overnight trips will be taken.

## **STUDENT DRIVERS**

**Students who drive must park their vehicles North of the Elementary Building, next to the bus barn.** Vehicles are to remain parked till the end to the day unless permission is given. School officials have a legal right to regulate the use of all student vehicles. Students who drive in an unsafe manner will lose their privilege to drive. Vehicles are to be always parked in a lawful manner. Students driving any type of motor vehicle to school are required to have a driver's license and insurance verification. A driving form must be filed with the school office. Violations of the driving policy may lead to temporarily or permanent loss of driving privileges. Calumet Public Schools has the legal right to regulate the driving and use of all student vehicles. Students are not allowed to go to their vehicles during school or lunch hours, unless authorized by administration.

## **MOTOR VEHICLE REGULATIONS**

Students who drive any type of vehicle to school must register the license plate number, make and model of vehicle, license number and insurance verification. Students will park in the parking lot west of the bus barn in an orderly manner, according to signs posted. Students will drive immediately to the parking area, shut off the motor, remove keys and enter the school building. Students are not allowed to sit in parked vehicles on school property at any time.

No vehicle driven to school by students will be moved from the time it is parked until school is dismissed unless given special permission from the office.

Student drivers are expected to operate vehicles within the laws of this state.

Any motor vehicle parked on school property is subject to being searched by the school administration.

## **ENFORCEMENT OF MOTOR REGULATIONS**

The disciplinary action will be taken and is at the discretion of the administration. Disciplinary action for motor vehicle violations may result in warnings, loss of privilege to drive vehicles to school, in-school detention, lunch detention and/or suspension. Students must ride the bus during school sponsored activities. Driving during school hours without permission of the principal is not permitted.

**Bicycles** Students are allowed to ride bicycles to school subject to the following guidelines:

1. Bicycles are not to be ridden in the parking lot or around the building. Students must ride directly to the designated parking areas and must leave the school grounds in the same manner.
2. Bicycles must be ridden safely when coming to or leaving school.

## **STUDENT DIRECTORY INFORMATION**

The school district will maintain and release “directory information” without the parent’s prior written consent, unless the parent-or student, if over 18, informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as “directory information “.

Student’s name, address, telephone listing, and date and place of birth; parents or lawful custodian’s name, address, and telephone listing; major field of study and grade level classification (example; elementary, 7<sup>th</sup> grade, sophomore); student’s participation in officially recognized activities and sports; weight and height of ;member of athletic teams; dates of attendance, dates of enrollment, withdrawal, re-entry; diplomas, certifications, awards, and honors received; most recent previous educational agency or instruction attended by the student.

Each year this school district will give public notice of the categories which it considers directory information regarding students in the district. The school will allow ten days from date of such public notice for parents to inform the superintendents in writing of specific directory information pertaining to such students that should not be released without prior consent of the parent, legal custodian, or the student, if over the age of eighteen.

If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

## **STUDENT RECORD**

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

1. The right to inspect and review the student’s educational records within 45 days of the day the district receives a request for access.
2. Parent or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.
4. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
5. If the District decides not to amend the record as requested by the parent of eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel).

a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

8. 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.
9. The right to file a complaint to the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are;

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

## **SURVEILLANCE CAMERAS**

Surveillance cameras are in use at the High School and Elementary buildings. Visitors, students and staff will be monitored at all times.

## **NOTIFICATION OF AHERA**

### **PART16-D: EMPLOYEE/PARENT NOTIFICATION TO: ALL PARENTS AND GUARDIANS OF STUDENTS RE: NOTIFICATION OF AHERA**

The U.S. Environmental Protection Agency has required that all public and private school inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at your child's school during normal working hours.

BOARD APPROVED 02/11/2013

Changes and additions may be made by majority of the Board of Education anytime they see fit and such changes or additions shall become effective immediately.