

# CLEVELAND HIGH SCHOOL



2016-2017  
HANDBOOK

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## **CLEVELAND PUBLIC SCHOOLS PHILOSOPHY AND OBJECTIVES**

As educators, we are committed to assist each student to develop his potential to the highest possible attainment by providing a climate of understanding, direction, and support conducive to physical and mental growth. At all times we shall be committed to provide an atmosphere of faith in and loyalty to each other, our country, and its governing principles in order that each person shall develop into a productive citizen of our democracy.

The following objectives were developed in order to fulfill the goals of the school's philosophy and the expectations of the community:

\*To assist each student to understand the rights and duties of a citizen in a democratic society and to be responsible in the performance of his obligations as a member of the family, as a citizen of the community, of the state, of the nation, and of the world.

\*To assist each student to develop essential skills in reading, writing, spelling, and computation.

\*To provide media programs designed to assist each student to grow in his ability to find, generate, evaluate, and apply information.

\*To develop in each student positive attitudes toward himself with respect to mental and physical wellbeing, emphasizing drug education.

\*To assist each student in developing a basic understanding of our economic system with an appreciation for the dignity and need of work.

\*To encourage each student in learning to think, plan, evaluate, and choose.

Adopted by the Philosophy Committee

April 8, 1981

### **NOTICE TO THE PUBLIC**

It is the policy of the Cleveland Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran, its educational programs and activities. This included, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Aaron Espolt, compliance coordinator, Cleveland Public Schools, 358-2210.

### **TITLE IX**

It is the policy of the Cleveland Public Schools not to discriminate on the basis of sex in its education programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to Aaron Espolt, 600 N. Gilbert, 358-2210, or to the Director of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20000.

### **ACCREDITATION**

Cleveland High School is fully accredited by the State Department of Education and is a member in the North Central Association of Colleges and Secondary Schools. All credits issued by this school are acceptable in all colleges and universities in the country.

### **ADMISSION REGULATIONS**

All students of Cleveland Public Schools shall reside with their parents or legal guardian. Legal guardianship means the guardian must legally adopt the student that plans to attend this school. All students must present a Certified Health Record before admission.

### **TRANSFER REGULATIONS**

The Superintendent of Schools shall grant an application for transfer of a child from the district in which he resided to another school district furnishing instruction in the grade he/she is entitled to pursue if such transfer has the approval of the Board of Education of the sending and receiving district.

### **JURISDICTION**

The teacher of a child attending a public school shall have the same rights as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher. (Article VI, Section 125: 1982 Oklahoma School Law).

### **PARENTAL RESPONSIBILITIES**

A major factor relating to academic and social success of students is parental involvement. Accordingly, parents should:

1. Assume the major responsibility for helping their student develop good habits of behavior, follow all rules and regulations set forth in the handbook, and observe classroom rules as set forth by teachers.
2. Recognize and help their student understand that the teacher assumes the role of the parent while their student is at school
3. Monitor student's schoolwork and homework to ensure student success.
4. Teach their student respect for the property and rights of others.
5. Speak positively about the school and education in front of their student.
6. Assist their student to come to school well groomed and appropriately dressed according to the school dress

- codes.
7. Send their student to school regularly and on time.
  8. Notify the school promptly if their student is absent or tardy.
  9. Provide necessary school supplies for their student to be able to perform classroom work.
  10. Discuss daily work assignments and report cards with their student in a constructive manner.
  11. Keep in close contact with teachers, administrators or other school personnel to ensure good communication and student success.
  12. Attend parent conferences, class scheduling conferences and as many school activities as possible.

### **SUBJECTS REQUIRED OF ALL STUDENTS FOR GRADUATION**

English	4 units
Math	3 units
Science (2 lab sciences)	3 units
History	4 units
Fine Arts	1 unit
Electives	<u>11 units</u>
Total	26 units

\*26.5 units are necessary for graduation from Cleveland High School.

\*2 semesters of Band, Chorus or Arts Courses will complete the Fine Arts requirement.

Due to the transition from the semester schedule to the semester schedule, the number of credits necessary will decrease by ½ credit each year for four (4) years. The number of credits needed for graduation is as follows:

Class of 2017	26.5
Class of 2018	26
Class of 2019	25.5
Class of 2020	25

Freshman Requirements: 1 unit each of English I, Mathematics, Physical Science, and History (Oklahoma or American)

Sophomore Requirements: 1 unit each of English II, Mathematics (Geometry or Algebra) Biology I, History (American or Oklahoma)

Junior Requirements: 1 unit each of English III, Mathematics (Geometry, Trigonometry, or Algebra) Science (Physics, Biology II, or Chemistry) and Social Studies (Government)

Senior Requirements: English IV

Students entering high school from high schools that did not offer the opportunity to earn seven (7) credits per year may be allowed to graduate with an adjusted credit count. Cleveland High School requires students to earn more than the state minimum requirement of twenty-three (23). Credit count may be adjusted up to one credit per year the student attended the other school if the student came from a school only requiring six (6) credits a year.

Mathematics requirements: The State Department of Education requires that mathematics credit be given only for classes that are Algebra I level and above. Classes that meet this requirement are Applied Math, Geometry, Algebra I, Intermediate Algebra, Algebra II, Trigonometry/Math Analysis, Pre-Calculus, and Calculus. Math of Finance will not qualify for this requirement. A unit of mathematics or science credit may be completed through vocational or vocational-technical training according to the guidelines listed below.

Elective Subjects: A unit of credit is equal to 2 semesters of coursework. Elective subjects are to be chosen by the student in compliance with the following State Department of Education regulations:

A unit of credit in either mathematics or science may be awarded providing a student completes four (4) vocational units of credit on a three (3) hour block during their junior or senior year in high school.

The vocational units of credit may be earned at either an Area Vocational-Technical School or a Comprehensive High School.

Vocational classes that qualify for a science credit are Horticulture, Plant and Soil Science, Natural Resources, and Animal Science.

In order for a Vocational-Technical unit to qualify for a science credit, the unit must contain a qualified computer science or applied physics component. Vocational-Technical units that qualify are Administrative Assistant, Graphic Arts, Computer Repair and Networking, Computer Software Specialties, Computer Programming and Support, Drafting, Manufacturing Technology, Electronics and Telecommunications.

Morning Vo-tech students will be required to take an elective of the school's choosing for the half hour prior to leaving on the Vo-tech bus. This elective will last the entire year, and students will receive one half credit for the completion of this course. The requirement of Oklahoma History is waived for students of military families who have completed a similar state history class in another state. A transcript must be provided showing the other similar state history class with a corresponding passing grade.

All requirements for graduation as set forth by the local Board of Education must be fulfilled to complete satisfaction of each teacher before any senior is eligible to participate in the commencement exercises. A student will not be permitted to participate in the graduation exercises unless he or she is within one credit to graduate.

It is the student's responsibility to enroll in the subject in which he/she needs to graduate.

### **Cleveland Public Schools Graduation Requirements**

In accordance with HB3218, which deals with Oklahoma's student assessment and accountability system, including graduation requirements, Cleveland Public School students will adhere to the following policy.

In order to graduate with a standard diploma, students entering the 9th grade prior to or during the 2016-2017 school year must complete 26 credits and have participated in any of the following:

1. The Oklahoma State Testing Program.
2. If a student has not had the opportunity to participate in the Oklahoma State Testing Program a state testing program from another state other than Oklahoma or a nationally recognized assessment, such as ACT or SAT, will be accepted.

Students entering 9th grade during or after the 2017-2018 school year will be subject to the assessment system adopted by the State Board of Education in order to graduate with a standard diploma.

Class of 2015-2016 (5th year Seniors) and Prior:

- Must complete 26 credits and have participated in any of the following:
  - The Oklahoma State Testing Program
  - If a student has not had the opportunity to participate in the Oklahoma State Testing program, a state testing program from another state other than Oklahoma or a nationally recognized such as ACT or SAT will be accepted.

Students from past graduating classes who completed all necessary requirements for Cleveland Public Schools, but did not pass one or more end of instruction test, may request a diploma. Students may be officially graduated from July 1 - September 30, 2016 and included in the 2016 graduation rate. Students requesting a diploma after September 30, 2016 would be considered a graduate of 2017.

### **CORE CURRICULUM or COLLEGE PREPARATORY CURRICULUM REQUIREMENTS**

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires eighth-grade students entering the ninth grade to complete the College Preparatory Curriculum in SB 982, unless the student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements. The options for the Core Curriculum requirements and the College Preparatory Curriculum Requirements are listed below.

#### **Core Curriculum**

4 English  
3 Science  
3 Math – Algebra or above  
4 Social Studies  
1 Fine Arts  
12 electives for 27 total credits

#### **College Prep Curriculum**

4 English  
3 Lab Science  
3 Math – Algebra or above  
3 Social Studies  
1 Fine Arts  
2 Foreign Language or 2 Computer Technologies  
1 additional unit selected from any of the above.  
10 electives for 27 total credits

Successful completion of either curriculum will result in accomplishment of a standard diploma. Parents are required to opt out of the College Preparatory Curriculum by signing a form provided by the school during eighth grade enrollment, or the student will be enrolled in the College Preparatory Curriculum. These opt-out letters are kept on file in the counselor's office.

**CLASS REQUIREMENTS** (Article V, Section C-5 and 6)

All students enrolled in Cleveland High School are required to take seven courses each semester. These courses may include concurrent enrollment. Students entering Cleveland High School in grades 9 through 12 from private schools not accredited by the State Department of Education (a) not applying for credit, will be placed accordingly to achievement test, (b) those students applying for credit will be given a comprehensive criteria reference test in each area credit is being applied.

**CLASS MEMBERSHIP**

Membership in a class is determined by the number of units of credit the student has on record. Six (6) units are required to be a sophomore, twelve (12) units to be a junior, and nineteen (19) units to be a senior. A student must have eleven (11) units to attend Vo-tech school. A student must have five (5) units to order a class ring. A student must have eighteen (18) units before being permitted to have the senior picture taken. A student must attend class meetings according to class membership.

**GRADING SYSTEM**

The Cleveland High School grading system is a letter grade, 4-point system. A=4 points; B=3 points, above average; C=2 points, average; D=1 point, below average; F=0 points, failing. All grades recorded in permanent record files are to be letter grade and will disregard plus or minus signs. Number values of letter grades on a 100 per cent scale are:

Grade of A	100-90
Grade of B	89-80
Grade of C	79-70
Grade of D	69-60
Grade of F	59 and below

A report card will be given to each student to take home at the end of each semester.

**HONOR REQUIREMENTS**

Seniors who wish to be considered for Valedictorian, Salutatorian, or Class Top Ten Percent must successfully complete seven (7) of the following classes. One of the classes must be Chemistry or Physics, and one of the classes must be Trigonometry, Pre-Calculus, Calculus A or Calculus B. The other five (5) classes may be picked from any of the following class options.

- |                            |                              |
|----------------------------|------------------------------|
| 1. Physics                 | 2. Chemistry                 |
| 3. Anatomy                 | 4. Trigonometry              |
| 5. Pre-Calculus            | 6. Honors English III        |
| 7. Honors English IV       | 8. Psychology                |
| 9. Calculus                | 10. Computer Applications II |
| 11. Web Design             | 12. *OSSM                    |
| 13. *Concurrent Enrollment | 14. Spanish II               |

\*OSSM (Oklahoma School of Science and Mathematics) count as two courses since science and math classes are offered.

\*Each concurrent enrollment course will count as one of the eight (8) classes needed for the Honors Requirement.. Students who successfully complete these classes will be eligible for honor selection based on an Honors Grade Point Average. The Honors Grade Point average may differ from their Cumulative Grade Point Average as follows:

*The Honors Grade Point Average* will include the Grade Point Average of all high school classes taken, excluding the grade point for Honors Calculus and/or Honors English IV.

*The Cumulative Grade Point Average* will include all classes taken, including the grade point for Honors Calculus and/or Honors English.

Grades of NC (no credit) due to excessive absences will be figured as an F for the purpose of determining Valedictorian, Salutatorian, Top Ten Percent Honors and Junior ushers for Graduation and Baccalaureate exercises.

**VALEDICTORIAN & SALUTATORIAN POLICY**

This policy will be effective beginning with the graduating class of 2019.

Seniors who wish to be considered for valedictorian or salutatorian must successfully complete eight (8) of the following classes. At least

one of the classes must be chemistry, physics or a concurrent science course, and at least one must come from the math column. The other six (6) classes may be picked from any of the following class options.

<u>Language Arts</u>	<u>Science</u>	<u>Mathematics</u>	<u>Other</u>
(H) English I	(H) Physical Science	Trigonometry	OSSM
(H) English II	(H) Biology	College Algebra	Pre-engineering
(H) English III	Chemistry	Calculus	Biomedical (tech)
(H) English IV	Physics		
	Anatomy		

Any concurrent language arts, science, math, history or elective course may also be utilized to satisfy these options.

Valedictorian must complete at least eight (8) of the prescribed courses and have a grade point average of 4.24.  
Salutatorian must complete at least eight (8) of the prescribed courses and have the next highest grade point average overall in the graduation class.

Valedictorian, salutatorian, and honors graduated will be figured on a 5.0 scale, called the *Honor's Grade Point Average*.

The *Honor's Grade Point Average* will include the grade point average of all high school classes taken, with **college defined curriculum** being counted on a 5.0 scale.

The *Cumulative Grade Point Average* will include all classes taken, with all courses being figured on a 4.0 scale.

#### Special Provisions

1. In any year that a graduating class does not have a student maintaining a 4.24 grade point average and completes the 8 required courses, the student with the highest grade point average with the most required classes will be named valedictorian. The second highest, with the most required classes, will be named salutatorian.
2. All Students maintaining a 4.24 grade point average will be eligible to apply for valedictorian scholarships at their chosen colleges.
3. All valedictorians, salutatorians and honors graduates will be recognized at graduation ceremonies.
4. Honors graduates are all students who graduate with a 4.0 or better. Students do not have to complete 8 of the college defined curriculum to qualify as an honors graduate. Honors graduates will be recognized with an honor cord during graduation ceremonies.
5. All Valedictorians and salutatorians will speak at graduation.
6. OSSM, bio-med and pre-engineering courses from Central Tech will count as either 3 or 4 of the 8 necessary college bound curriculum points per year. The number will be determined by what courses are being taken. All honors courses or AP courses involved with this program will be counted on the 5.0 scale and will count as 1 of the 8 necessary college defined curriculum courses. Regular education course involved in these programs will not count towards the 8 needed college defined curriculum and will be graded on a 4.0 scale.
7. In order to be considered for valedictorian or salutatorian, a student must have attended Cleveland High School for at least two years prior to graduation. Students who meet this requirement will be subject to review and considered on an individual basis.
8. Grades of NC (no credit) due to excessive absences will be figured as an F for the purpose of determining valedictorian of distinction, valedictorian, salutatorian, and top ten percent.
9. This policy will be under constant review and adapted according to expanding course offerings and state and local requirements.

#### **CONCURRENT ENROLLMENT REGULATIONS**

Payment of the tuition will be handled through the school office according to specific directions given at the beginning of each class. (Usually this means the student must bring a check made out to the college for their portion of the tuition. The school will send the student's check along with a check for the school's portion of tuition to the college).

Students are responsible for supplying their own textbook. (The school will facilitate this process, but does not purchase the textbook). Students that do not pay their portion of college expenses are not eligible for the school payment. In the case of a fraudulent check for their portion of the payment (that is not corrected), the student and/or parent must reimburse the school for the payment the school has made.

Students that withdraw or fail to attend often enough to receive credit for the class must reimburse the school for the portion of tuition that the school paid.

Students must follow the specific directions of the administration with regards to student behavior and actions during times when the college classes are not in session, but regular classes are in session.

Any student that does not remain in concurrent enrollment throughout the school year will immediately be reassigned to a class or alternative placement, regardless of the potential to receive full credit for the assignment. Failure to attend the new assignment would be grounds for disciplinary action and/or the reimbursement to the school of any tuition money previously paid by the school. (For example, if a student does not take the college class offered the second trimester, the student will be assigned to a study hall or another placement of the school's choosing through the end of the current trimester. Failure to attend this assignment will cause the student to be charged the \$100.00 stipend paid).

Any student who earns college credit through concurrent enrollment while enrolled at the Cleveland High School will receive academic credit for any concurrently enrolled higher education course that correlates with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district. These classes will not count against a student's Honors Grade Point Average. Any exceptions to this policy must receive prior approval from the principal. Due to students taking different numbers of courses, students are allowed to drive to concurrent enrollment classes at TCC-Osage Nation Campus in Hominy with parent permission form on file. Transportation will be provided by Cleveland High School for students only taking the 1st period course who do not wish to drive their personal vehicle.

#### **HONOR ROLLS**

The purpose of the honor roll is to give recognition to those students making no grade lower than a "B". Two honor rolls will be published at the end of each semester. They are as follows:

PRINCIPAL'S HONOR ROLL – Students making all A's and B's

SUPERINTENDENT'S HONOR ROLL – Students making all A's

#### **STUDENT ID/LANYARDS**

In the interest of student safety, all employees and students will wear an ID Badge. ID Badges and lanyards will be provided to each student and staff. Students and staff members are required to wear their ID Badges at all times.

### **GENERAL RULES/VIOLATIONS SUMMARY:**

Students involved in discipline or attendance difficulties will be accorded “due process” in the handling of their problem. This includes the right to tell the student’s side of the story, as well as having the teacher’s side of the problem presented. **IF YOU ARE UNCLEAR ABOUT YOUR STATUS OR YOUR RIGHTS TO DUE PROCESS, ASK THAT THEY BE EXPLAINED TO YOU.** Rules and regulations are not needed for the vast majority of our students. Like any society, however, they are necessary for the protection of that majority. Most of the students are here for an education and we will strive to give it to them in the best possible environment. Those few students who are not here for the business of education may be required to withdraw so that others can get the job done. Your high school education will be the foundation for the remainder of your life – build it well.

Discipline is administered through the following corrective actions. Generally, these are:

- A. Notification of parents
- B. Rule clarification to parent and student
- C. Reprimand and warning to student
- D. Possibility of detentions assigned
- E. Possibility of In-House detention or Out- of- School Suspension assigned
- F. Parent conference may be required
- G. Involvement of counseling services

### **ASBESTOS:**

Cleveland Schools have made every effort to make this school system a safe and healthy environment that also meets local, state, and federal requirements.

The known and assumed asbestos in our schools is being continually monitored and is being inspected every six months. It is inspected by E.P.A. every three years.

The asbestos Management Plan handbook is available at each school site and the Superintendent’s office. Annual asbestos notice is located in the back of the handbook.

### **NEGLECT OR REFUSAL TO COMPEL A CHILD TO ATTEND SCHOOL (Article V, Section C-1)**

- A. It shall be unlawful for a parent, guardian, custodian, or other person having control of a child who is over the age of seven (7) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session, and it shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session. Provided that this section shall not apply:
  1. If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the Board of Education of the district upon a certificate of the school physical or public health physician or, if no such physician is available, a duly licensed and practicing physician.
  2. If any such child is excused from attendance at school, due to an emergency, the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian, or other person having control of such child:
  3. If any such child who has attained his or her sixteenth (16) birthday is excused attending school by written, joint agreement between:
    - a. the school administrator of the school district where the child attends school, and,
    - b. the parent, guardian, or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian, or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or community, and that said child shall thereafter be under supervision of the parent, guardian, or custodian until the child has reached the age of eighteen (18) years or:
    - c. if any such child is a member of the Jewish faith, on the days that Rosh Hashanah and Yom Kippur are observed. The child is hereby excused from attending school on said days.
- B. It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child, or other person violating any of these provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than \$5.00 nor more than \$100.00 for each subsequent offense. At the trial of any person charged with violating the provisions of this section, the attendance record of the child or ward may be presented in court by any authorized employee of the school district.

### **ATTENDANCE POLICY**

School attendance and participation in class are important parts of the education process. Students must regularly attend if they are to get the greatest possible benefit from their educational experience. All students are encouraged to be in class as much as possible. School attendance is the responsibility of the parents and the students. It is hoped that you will realize that regular attendance at school is important and necessary for success at school.

The parent or guardian will assume the responsibility of calling the school each morning that the student is absent and explaining the reason for the absence. Parents unable to contact the school must send a note on the day the student returns to school explaining the reason for the absence.



Students/parents have 5 days after a student's absence to turn in a doctor's note for an appointment or to show that they are under a doctor's care.

Make-up work will be granted the day the student returns from an absence upon student/teacher request.

Make-up work assignments will be checked and returned to the students.

Students absent the day of a scheduled test will make up the test either before school, after school, or at teacher's discretion.

Students who are truant will receive a zero for each class missed and will not be permitted to remove the zero with make-up work. A student is considered truant when he leaves school without the knowledge and consent of parents or guardian. Skipping a class is also considered truancy. All truancy will receive disciplinary action by the principal. Continued truancy will result in suspension from school.

Each teacher will keep an accurate accounting of attendance in every class. An appropriate letter will be sent by the office to the parent or guardian.

Students will not be permitted to leave school without permission from the principal or his designated representative.

Students absent will be given the number of days absent plus one more day to do make-up (i.e. a student is absent Monday and returns Tuesday, he/she will be given one (1) day for make-up work due. The one (1) day would be Wednesday and the plus day would be Thursday.)

### **ACTIVITY ABSENCES (10 DAY RULE)**

- A. The maximum number of absences for activities, which remove a student from the classroom, shall not exceed ten for any one class period.
- B.
  1. Excluded from this number are state and national levels of school sponsored contests.
    - a. State and national level contests are those for which a student must earn the right to participate.
    - b. These state and national level contests are to be determined by the administrator in charge with input from the Internal Activities Review Committee.
    - c. The following activities are also excluded from the 10 day rule by suggestion of the Agricultural Education division of the Oklahoma Department of Career and Technology Education:
      1. Two fall fairs (any combination of county, district & state)
      2. Chapter Officers Leadership Conference (COLT)
      3. National FFA Convention
      4. Two spring livestock shows (any combination of county, district & state)
      5. State FFA Convention
      6. District interscholastic contest
      7. State interscholastic contest
  2. Determination if contest is exempt from rule:
    - a. Questions to consider:
      1. Is the contest a state or national level contest?
      2. Is the student participating in the contest?
      3. Did the student earn the right to participate in the contest?
    - b. If the answer to all of the above three questions is yes, then the contest is exempted from the 10 day rule.
    - c. If the answer to any of the above three questions is no, then the contest is not exempted from the 10 day rule.
- B. Each high school shall appoint, at the beginning of the school year, an Internal Activities Review Committee.
  1. The Internal Activities Review Committee should be at least a three (3) person committee which includes at a minimum the following positions:
    - a. Principal/Administrator
    - b. Athletic Director
    - c. Coach/Sponsor
  2. Other members could be included from the following list:
    - a. Core Teacher
    - b. Non-Core Teacher
    - c. School Counselor
    - d. Parent
    - e. Community/Member patron
  3. The internal Activities Review Committee is responsible for reviewing and recommending any deviation of the activities attendance policy.
    - a. Any deviation from the ten day absence rule shall not exceed (5) days (class periods).
    - b. Any absence exceeding the ten day rule, and not approved as a deviation (not to exceed five days/class periods) by the Internal Activities Review Committee and/or the local Board of Education, will result in the student being counted as not in attendance that day.
    - c. Any appeals from decisions made by the Internal Activities Review Committee will be heard by the district Superintendent. The district Superintendent's decisions are final.

A student making an "F" in a class cannot miss school for an activity trip except trips that involve the entire class. (Exp. Trip for freshman boys to Connors Correctional Center).

Activities to be excluded from the ten-period limitation are:

Music lessons by certified teachers (during a music or activity period)  
Field trips related to classroom activities  
Science fair trips  
Academic contests  
Career days (not during trimester tests)  
Two (2) college visitation days (not during trimester tests)  
Serving as a Page for the State Legislature  
Activities held on campus and sanctioned by the principal  
Any other exclusions must be in accordance with the adopted policy

### **SCHOOL ATTENDANCE**

A student absent more than ten (10) days in a semester (an eighteen week period) will not receive credit for classes unless arrangements have been made through the principal's office. Students who become ill or incapacitated and unable to attend school should refer to the homebound procedures contained in the general instructions.

Upon parent and student request, exception to the ten (10) day rule will be considered by an attendance committee. This committee shall consist of the assistant principal, counselor, and one of three faculty members. Consideration of exceptions will be based on the following:

Extended illness of the student with a letter from the doctor stating that the student was unable to attend school. (A student will have five (5) days to bring a doctor's note).  
The reasons for the absences  
The pattern of the absences  
Previous history of attendance  
Unavoidable family emergencies

To request an exception, a Request for Attendance Review Form must be filled out and submitted to the principal's office no later than the last day of the current eighteen (18) week period.

When determining each individual case, the review committee will have the option of granting an exception, placing a student on attendance contract, or rejection the request for exception.

Any student placed on attendance contract or who does not receive grades due to excessive absences will have their name submitted to the district attorney's office. The district attorney at that time will notify the student's parents regarding the excessive absences.

Students will also be able to erase absences by Saturday School attendance. Saturday School will be held four (4) times each semester (18 week period). (**See Saturday School below**).

Appeals of the Attendance Review Board will be made to the principal. The principal's decision is final.

### **SATURDAY SCHOOL**

Cleveland High School will hold Saturday School four (4) times every eighteen (18) week period to give students the opportunity to make up excessive absences. Students may attend one day of Saturday School in exchange for one absence being removed from their attendance record.

For example, if a student misses school eleven (11) days, he/she has gone over the attendance policy by one day. A student can choose to attend one (1) day of Saturday School to erase the excessive absence day.

Saturday School will begin at 8:15 a.m. and end at 12:00 p.m. To receive credit, a student must attend the entire session. Students will not be admitted after 8:15 a.m.

Students will be required to do school work during Saturday School. Assignments dealing with respect, attendance, courtesy, community service, etc. will be given out and taken up at the end of the day by the instructor.

Saturday School classes will be held on the following Saturdays:

Nov. 12, 2016	Apr. 15, 2017
Nov. 19, 2016	Apr. 22, 2017
Dec. 03, 2016	Apr. 29, 2017
Dec. 10, 2016	May 06, 2017

These days are subject to change with the principal's approval.

### **TARDY POLICY**

Tardy – A student is considered tardy if they are not in the classroom when the bell rings.

Excused Tardy – A student's tardy will be excused only by a pass from a teacher or the office (principal or secretary's signature only).

#### **Procedure following a tardy:**

If a student is tardy to class, the 1st & 2nd tardy will be recorded in the teacher's grade book and the student will be given a warning by the teacher.

#### **Discipline consequences taken for tardies:**

1st & 2nd Tardy - Warning from teacher.  
3rd & 4th Tardy - Student will be assigned lunch detention.

- 5th Tardy - Student will be assigned 1 hour of after school detention.
- 6th Tardy - Student will be assigned 2 hours of after school detention.
- 7th - 9th Tardy - Student will be assigned 1 day of in-school suspension.
- 10th Tardy - Student will be suspended out of school

- **NOTE:** Besides the first two (2) tardies in each class, tardies will accumulate for all classes.

**Discipline consequences taken for drivers tardy to 1st hour:**

- 1st & 2nd Tardy - Warning from teacher.
- 3rd Tardy - Student will be assigned lunch detention & 1 day parking pass suspension.
- 4th Tardy - Student will be assigned lunch detention & 2 days parking pass suspension.
- 5th Tardy - Student will be assigned 1 hour after school detention & 2 days parking pass suspension.
- 6th Tardy - Student will be assigned 2 hours of after school detention & 2 days parking pass suspension.
- 7th - 9th - Tardy - Student will be assigned 1 day of in-school suspension.
- 10th Tardy - Student will be suspended out of school.

**ATTENDANCE ACTION TAKEN FOR TARDIES:**

- The third (3<sup>rd</sup>) tardy in any class will equal one (1) absence in that class.
- Example: 2<sup>nd</sup> hour 6 absences & 3 tardies = 7 absences
- 3<sup>rd</sup> hour 6 absences & 6 tardies = 8 absences

**HALL AND CLASS PASSES**

Hall permits signed and dated by the sending teacher are required of all students who are permitted to leave the classroom during the course of the day. It is the responsibility of the student to secure a hall permit. Students will not be given passes to leave the building to pick up supplies for class. This should be done before or after school.

**HALL CONDUCT**

Loud talking, whistling, horseplay and rapid movement in the halls causes disturbances. Students will be expected to conduct themselves in an orderly manner.

**DRINKS and FOOD**

Drinks will be allowed in the hallways, only if they are in a bottle with a lid. No cups with lids will be allowed in any hallway or classroom. Drinks in a bottle with a lid will only be allowed in classrooms at teacher's discretion. Food or drinks sold by a school organization for fundraising purposes may be granted an exception to this policy, due to principal approval.

**OFF LIMITS AREA**

During the school day (8:00 a.m. – 3:17 p.m.) the parking lot, the southwest end of the building, and the northeast end of the building will be off limits to students.

**STUDENT BEHAVIOR**

- A. The Board of Education is deeply interested in creating a learning atmosphere in all its schools. The Board of Education is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school's learning atmosphere includes maintenance of order. This necessitates regulations relating to school discipline.
- B. The following are specific examples of unacceptable behavior that are subject to disciplinary action, including after school detention, lunch detention, in-school detention, at home placement, short or long term suspension, and/or alternative school placement.
  - 1. Open or persistent defiance of authority.
  - 2. Assault upon student or school personnel.
  - 3. Creating or attempting to create a disturbance.
  - 4. Excessive tardies.
  - 5. Unauthorized absence from classes.
  - 6. Willful disobedience, profanity or vulgarity, or any ethnic or racial slur.
  - 7. Showing disrespect for school property or causing damage to school property.
  - 8. Possession of or use of tobacco or e-cigs/vaping devices.
  - 9. Possession or use of any dangerous or annoying instrument, including but not limited to firearms, explosives, fireworks, knives, razors, drug paraphernalia, or other weapons used for assault (Refer to School Laws of Oklahoma, Article XXIV, Section 394).
  - 10. Selling, possessing, or under the influence of a narcotic or dangerous drug, including but not limited to marijuana, LSD, heroin, barbiturates and counterfeit/look-alike drugs, or non narcotic intoxicants, such as glue, nonprescribed cough medicine, gasoline, beer, including 3.2 (School Law glue, nonprescribed cough medicine, gasoline, beer, including 3.2 (School Law Article XXIV, Sectio394).
  - 11. Stealing or extortion.
  - 12. Dress Code
    - A. The Board of Education affirms that the student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general good taste. Therefore, the

Board of Education encourages students to dress in the custom of good grooming, conservatively, appropriately, sanely, and respectful to others and the American governmental and education system during school hours. Any attire that disrupts the educational process or jeopardizes the safety of others is prohibited. The principal's discretion will judge questionable attire.

- B. The following is a list of infractions concerning student dress which are considered in violation of the student code as described in paragraph 12, section A:

**1. Inappropriate clothing including but not limited to:**

- A. Any clothing (skirts, shorts, blouses, jeans, pants) of inappropriate length or style that are not in keeping with the intent of paragraph 12a are not allowed. Such clothing is too tight, too revealing, too low cut, does not cover undergarments, or reveals cleavage. This clothing includes, but is not limited to tank tops, strapless blouses, halter tops, sports bras, off-the-shoulder tops, tube tops, spaghetti tops, muscle shirts, mesh shirts, or fishnet unless worn with a t-shirt or appropriate undergarment, backless garments, outer garments that have the appearance of undergarments, garments that expose the midriff, any garment made of spandex that is worn without the appropriate over garment or jeans with holes above the knees.
- B. Clothing with writing that is not in keeping with the intent of paragraph 12a is prohibited. Such clothing has writing with suggestive slogans or logos, or any identifiable markings pertaining to beer, liquor, drugs, tobacco, or carrying connotations of immorality, vulgarity, obscenity, nudity, any sexual or deviant connotations, or any known gang or occult membership.
- C. Clothing or personal items that may pose a threat to others that is not in keeping with the intent of paragraph 12a is not allowed. Such clothing or items include loose chains, long chains connected to wallets or keys, long coats or trench coats. Head gear of any kind such as hats, baseball caps, bandanas, or stocking caps are not permitted.
- D. Clothing or personal items that show disrespect for the American flag or the American government are not in keeping with the intent of paragraph 12a are not allowed.
- E. Clothing or personal items with other school's names printed on them can be disruptive to the school's educational climate and are not in keeping with the intent of paragraph 12a. Therefore items such as clothing, jackets, bags, or notebooks with other school's names or logos are not allowed.
- F. Shoes with wheels in the heels are not considered safe at school and have been found to damage some floor surfaces. Students are encouraged to wear shoes without wheels to school and the use of wheels may result in disciplinary action.

**2. Inappropriate jewelry including but not limited to:**

- A. Jewelry or personal items that could cause harm to the student or others that promote violence, drugs, sex, or overt Satanism or Occultism, that are disruptive to the educational process, or that are not in keeping with the intent of section 12a are not permitted. Chains worn as a necklace, rings that could be used as knuckles, dog collars, or any items worn in body piercing (for example: tongue rings, nose rings, eyebrow rings, navel rings), other than earrings, are not allowed during school hours.
- B. Jewelry items covered under this section must be removed and may not be worn to school again. Navel rings, nose rings, etc. may not be covered by tape or a band-aid and other items may not be used to replace them.

**3. Inappropriate personal hygiene:**

Any issue of personal hygiene that is not in keeping with the intent of paragraph 12a is not allowed. Hair must be neat and clean, bare feet are not allowed, and students should follow practices of good personal hygiene. Hair coloring that is a tint consistent with a natural (born) hair color is allowed. Any other hair coloring (for example: hair color dyeing such as blue, green, streaking, etc.) will not be allowed due to its distractive nature. Any hairstyle that distracts or inhibits the educational process (for example: excessive spiking) is not allowed.

- 13. Inappropriate writing or written messages are not allowed. Inappropriate writing includes but is not limited to:
  - A. writing that promotes gang activity, occultism, Satanism, or promotes violence (interstate 420, skull and cross bones), or shows disrespect for others will not be allowed on clothing, school property, school materials, or any item brought into the school.
  - B. writing of type identified in the section 2 (i), or that is not in keeping with section 12a, will not be allowed on body parts. The writing must be removed if possible. Offensive tattoos must be covered.
- 14. Any violation of state or local law or ordinance occurring on school property.
- 15. Participating in any meeting, assembly, or demonstration not authorized or conducted in accordance with provision of item 6 of the Student Code (see School Board Policy Handbook)
- 16. Deliberate refusal to attempt a reasonable academic assignment.
- 17. We do not allow students to bring visitors to school.

18. Public displays of affection (kissing, inappropriate touching, etc.) other than holding hands, inhibit the educational environment and are not allowed.

### **HARASSMENT, INTIMIDATION, AND BULLYING POLICY:**

This notification is to inform students, parents, faculty, and other school personnel of Cleveland High School's policy concerning harassment, intimidation, and bullying.

It is the policy of this school district that harassment of students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

As used in the School Bullying Prevention act, bullying means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or written communication, or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group; and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

This policy also specifically prohibits threatening behavior by electronic communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

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

Cleveland High School has developed specific procedures that regulate violation of this policy. Violation of this policy should be immediately reported to school administrators or faculty and school personnel are required to:

1. Report bullying when it occurs
2. Take advantage of opportunities to talk about the negative effects of bullying, harassment, and intimidation.
3. Inform school administration when they think others are being bullied or are bullying.
4. Watch for signs that others may be a victim of bullying and report those signs to appropriate school personnel.
5. Cooperate with school personnel in identifying and resolving conflicts.

The full text of Cleveland High School's policy and the regulations dealing with this policy are available upon request.

### **CLEVELAND SCHOOL POLICY ON CHEATING**

Cheating, plagiarism, and/or assisting in misrepresentation of student work is not allowed. The classroom teacher will deal with the student's infractions concerning these issues. It is within the teacher's prerogative to award no credit for work submitted under any of these infractions.

### **CLEVELAND SCHOOL POLICY ON CLOSED CAMPUS**

For the safety of all students and to limit disruptions on campus, all school sites within the district have a closed campus policy. The following guidelines apply throughout the district.

Once you have arrived at school, you are not to leave campus without proper authorization. Students may not leave school at any time during the school day without parental permission and signing out at the assistant principal's office. Failure to follow this procedure will be considered truancy.

Students leaving campus during the school day must have parent/guardian permission. These absences should be limited to urgent matters which cannot be scheduled outside school time.

Students are generally required to eat lunch at school. A student may leave campus to eat with his/her own parent/guardian provided the student is accompanied by the parent/guardian and the student returns to school in time for his/her next class. In order to be excused from campus for lunch, the student must be physically signed out of the building by his/her parent or guardian.

Students may not leave campus for lunch with an adult who is not his/her parent or guardian.

Students who need to go to their car for any reason must come to the office for a parking lot pass. Failure to do so may result in disciplinary action.

Students who become ill at school must report immediately to the principal's office in order to contact a parent or guardian for permission to check out of school. Under no circumstances is a student to remain in a restroom or any other part of the building during class. This will be considered truancy.

Students who have been checked out of school are expected to leave campus. Students who receive proper authorization to leave campus and return to school the same day are subject to all rules that apply to class attendance. Students who return to school and are late to a class will be counted tardy or absent according to the appropriate regulation. Students returning to campus after lunch may not bring food or beverages on to campus.

### **CLEVELAND SCHOOL DISTRICT POLICY ON SEXUAL HARRASMENT**

State and Federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Cleveland School District. This policy will set forth the rules and regulations to be followed by all students, employees, and Board members of the School District with regard to the issue of sexual harassment.

"Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time basis and including board members and school volunteers. "Student" means any person who is enrolled in any school or program of the School District.

In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee, or (c) has the purpose or effect of unreasonable interfering with an employee's work performance, or creating an intimidating, hostile, or offensive working environment.

In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.

All students, employee, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits, and termination. Such penalties shall be imposed based on the facts taken as whole and the totality of the circumstances such as the nature, extent, context, and gravity of such activities or incidents.

Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.

Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School district. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing or anonymously by mailing such reports to the personal attention of any of the above designated persons. All such reports should state the name of the student, employee, or applicant involved, the nature, context, and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

### **TRANSGENDER POLICY**

It is the policy of Cleveland Public Schools not to discriminate on the basis of gender identity in its education programs, activities, or employment policies. See Cleveland Board Policy, section 11, page 11 for all policies pertaining to this issue.

### **INTERNET AND E-MAIL RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

Access to the Internet is provided for students for educational purposes such as conducting research and communication that enhances a student's education. All e-mail and internet communication are subject to the open records act. There should be no expectation of privacy for e-mails or any other internet usage. Access to the Internet is given only to students who agree to act in a considerate and responsible manner and have a signed parent permission slip and Internet contract on file. Students who use the Internet without these forms on file are subject to in-house suspension, detention, or suspension.

Computer storage areas are treated as school lockers. Administrators and teachers may review files, disks used in class, and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district computers, district file servers, or disks used in class will be private.

The following are examples of inappropriate Internet usage:

- Sending, receiving, or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources or time
- Employing the Internet for commercial purposes
- Accessing unapproved materials, services, or sites

Violations may result in a loss of access as well as other disciplinary or legal action.

## **DISCIPLINE**

Students are expected to follow all classroom rules as outlined by individual classroom teachers. All teachers will not have exactly the same rules for their classes and it is the responsibility of the student to follow the rules in any given class. Continued acts of poor conduct will be referred to the principal or his designated representative. When a student has been found by a teacher or administrator to be in violation of a rule or rules governing the school, he may be subject to disciplinary action. If a student refuses to take the punishment, he may be suspended from school. (See suspension policy).

## **STUDENT SUSPENSION**

1. The judicial extension of Fourteenth Amendment protection to students in public school emphasizes the need for the school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.
2. Pre-Suspension Conferences:
  - a. When a student violates board policy or a school regulation, the principal will conduct an informal conference with the student.
  - b. At the conference with the student, the principal will read the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
  - c. The student will be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
  - d. If it is concluded that a suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.
  - e. The principal will immediately notify the parent by phone and in writing that the student is being suspended from school by the principal. Elementary and Middle School students will not be dismissed before the end of the school day without advance notice to the parent.
3. Immediate Suspension Without a Pre-Suspension Conference:
  - a. A student may be suspended with the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, or to school property, or a continued substantial disruption of the educational process.
  - b. In such cases, a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.
4. Conference with Parents:
  - a. The principal will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
  - b. At the conference, the principal will read the policy, rule, or regulations which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
  - c. At the conclusion of the conference, the principal will state whether he/she will terminate or modify the suspension. In all cases, the parent will be informed of his/her right to appeal the suspension decision and the method of appeal. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review by the Superintendent of the School and the Board.
5. Limits on Suspension:
  - a. In no event should a suspension extend beyond the current school semester and succeeding semester unless otherwise provided for by school policy or state law. Suspensions should have a definite commencement and ending date; indefinite suspensions are not permitted. It is recommended that suspensions beyond ten (10) days be imposed only in serious situations.

- b. Suspensions should be consistent; that is, one student should not be suspended for a few days and another student suspended for an extended period for the same or similar offense. However, the principal may take previous conduct and previous suspension of the student into consideration.
  - c. Suspensions until the student performs some remedial act are not permitted; however, the student may be advised that a suspension of definite length will be terminated at an earlier date if he/she performs some remedial act.
6. Records and Reports:  
The principal will keep written records of each suspension conference containing the date of the conference, the names of the persons present, and the time duration of the conference.
7. Right of Appeal:  
A parent or the student may appeal the suspension decision of the principal as provided for by school policy.
8. Short Term Suspension:  
Any suspension of ten (10) days or less shall be subject to appeal pursuant to the School District's Policy on Student Suspensions of Ten or Fewer School Days.
9. Method of Appeal to a Committee For Suspensions Greater Than Ten School Days:  
A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education. At the student and/or parent or guardian's option, the appeal may be directly to the Board of Education.
10. Method of Appeal to the Board Of Education:
- a. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
  - b. If no appeal is received within five (5) days, the Superintendent's decision will be final.
  - c. The board will hear the appeal as soon as possible. The board's decision is final and cannot be appealed.
  - d. The parent and student will be notified in writing of the date, time, and place of the hearing.
  - e. The parent and student will have the right to an "open" or "closed" hearing at their option.
  - f. Reasonable efforts will be made to accommodate the work schedule of parents.
11. Procedure for Student Suspension Appeal Hearing Before the Board of Education:
- a. The Board President should:
    - 1. Announce that the next agenda item is a suspension review hearing for the student, stating his/her name
    - 2. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
  - b. The Board President should advise the parent/child:
    - 1. That they are entitled to legal counsel, if they desire it.
    - 2. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross examine.
    - 3. That the parents/child will be given an opportunity to call any witnesses and present any evidence they may wish, subject to cross-examination by legal counsel for the administration.
    - 4. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
    - 5. That the parents/child may ask any questions about the procedure.
  - c. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
  - d. Parents/child may call any witnesses and present any documents subject to cross-examination.
  - e. After each witness is presented, School Board members may ask the witness any questions.
  - f. Parent's/child's closing statement.
  - g. Administration's closing statements.
  - h. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student)
  - i. Return to open session and vote. (After adopting a motion making certain finding of fact the Board must make a motion to: (1) affirm suspension; (2) modify suspension (increase or decrease severity of suspension); or (3) revoke suspension).
12. Attendance at School Pending Appeal Hearing:  
Pending the appeal hearing before the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that in the discretion of the principal, the student may be prohibited from attending school pending any hearing if in the judgment of the principal:
- 1. The conduct for which the student was suspended reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students or school property, or
  - 2. The conduct for which the student was suspended reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.
13. Student Privileges While Under Suspension:  
When a student's behavior justifies suspension, the student forfeits the privilege of participating in the social and academic life of the school. Under long term suspension (10 days or more), a student will be placed in home-based schooling under parental guidance. The parent of a student may pick up and turn in work on a weekly basis. This work will be graded. Arrangements can be made with the principal to make up tests. If the student receives a passing grade in the class, he will receive credit for the class. In circumstances in which it is impossible to provide work (physical



education, pottery, etc.), the student will receive a grade of No Credit (NC). During the term of the suspension, the student will not be permitted to participate in any extracurricular activities offered by the School District, be present at any school sponsored activity, or on any school premises of the Cleveland Public Schools. Suspended students are not allowed to ride school buses.

### **CLEVELAND SCHOOL DISTRICT POLICY ON STUDENT SUSPENSION OF TEN (10) OR FEWER SCHOOL DAYS**

The Board of Education of the Cleveland School District recognizes that student suspension of ten (10) or fewer school days (referred to as "short-term suspension") generally involve less stigma and require less formal due process procedures than are required for suspensions of greater than ten (10) days (referred to as "long-term suspensions").

Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the suspension decision to a committee composed of administrators and/or teachers. The Board of Education adopts the following policy and procedures dealing with short-term suspensions.

1. **Right of Appeal:**

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

2. **Method of Appeal:**

An appeal to a committee can be requested by letter to the Superintendent of Schools, which must be received within five (5) days after the principal's suspension decision will become final and cannot be appealed if a request is not timely submitted.

Upon receipt of the request, the Superintendent of Schools shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the Superintendent determines that the period of suspension is greater than ten (10) school days, or if for any reason the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspension must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

3. **Hearing the Appeal:**

The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours Monday through Friday. Reasonable consideration will be given to accommodate the schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing. The committee will conduct a full investigation of the student's conduct, read the policy, rule, or regulation which the student's conduct violated, and present any evident and witnesses that support the principal's decision to suspend the student.

The student and his/her parent or guardian should be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student.

The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

4. **Student Privileges While Under Short-term Suspension:**

When a student's behavior justifies suspension, the student forfeits the privilege of participating in the social and academic life of school. During the term of the short-term suspension the student will not be permitted to participate in any extracurricular activities offered by the School District, be present at any school sponsored activity, or on any premises of the School District. Suspended students are not allowed to ride school buses.

Students suspended short-term (10 days or less) will be expected to do all academic assignments during suspension. Thirty percent (30%) will be deducted from all daily assignments during suspension. A grade of seventy percent (70%) will be the maximum a student may earn for daily work during suspension. Tests will be given full credit. At the discretion of the principal, students under short-term suspension may be suspended in-house or out of school.

### **CLEVELAND SCHOOL DISTRICT POLICY FOR THE SUSPENSION OF DISABLED STUDENTS**

1. **Short-term Suspension:**

The School District may suspend a disabled student for a period of ten (10) consecutive school days or less for any conduct that would warrant suspension for a non-disabled student. The School District will follow its policy and

procedures for the suspension of non-disabled students in conjunction with the short-term suspension of disabled students.

2. Long-term Suspension:

Before implementing the suspension of a disabled student for more than ten (10) consecutive school days, the School District will notify the student's parent or guardian in writing of a proposed suspension and convene a meeting of the Student's I.E.P. team. The I.E.P. team will determine whether additional evaluation of the student is necessary and whether the misbehavior for which suspension is proposed is related to the student's disability.

3. Emergency Suspensions:

If the student poses an immediate threat to his or her own safety or to the safety of others, the School District may immediately suspend the student for up to ten (10) school days. During the suspension period, the student's I.E.P. team will meet to determine whether the misbehavior is related to the student's disability and whether further evaluation is necessary.

4. Relationship Between Misbehavior and Disability:

a. Misbehavior Related to Disability:

If the I.E.P. team determines that the student's misbehavior is related to his/her disability, the team will consider whether the student's current educational placement is appropriate and what, if any, modifications to the I.E.P. should be made. These modifications may include a more restrictive placement. If the I.E.P. team determines that the student's placement should be modified, the School District will give the student's parent or guardian written notice of the proposed modification and allow at least ten (10) calendar days for a response. The School District will also advise the parent that the student is entitled to all due process procedures available under the Individual With Disabilities Education Act (IDEA) and applicable state policies and procedures. The School District will maintain the student's current placement during the ten-day period, unless the student's parent or guardian agrees to the modification before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy. If the I.E.P. team determines that the student's disability is related to his/her behavior, the School District will not suspend the student as discipline for the misbehavior.

b. Misbehavior Not Related to Disability:

If the I.E.P. team determines that the misbehavior is not related to the student's disability, the child may be suspended from school as discipline for the misbehavior. If the School District proposed a suspension that will cause the student's day suspended to total more than ten (10) during the current school year, the School District will give the student's parent or guardian written notice of the proposed suspension and allow at least ten (10) calendar days for response before implementing the suspension. The School District will also advise the student's parent or guardian that the student is entitled to all due process procedures available under the IDEA and applicable state policies and procedures, as well as the due process rights available to a disabled student for whom suspension has been recommended. The School District will not implement the suspension during the ten day period, unless the student's parent or guardian agrees to the suspension before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy.

5. Stay Put:

If either the student or the School District initiates due process proceeding under the IDEA, the student will remain in his/her current educational placement until those proceeding have been completed, unless the School District and the parent or guardian agree otherwise or Section 8 of this policy applies. However, if the student poses an immediate threat to his/her own safety or the safety of others, the School District may bring a civil action to enjoin the student from attending school for the duration of the due process proceeding or seek other appropriate relief.

6. Continuing Educational Services:

The School District will not provide educational and/or related services to disabled students during short-term suspensions. The School District will provide appropriate educational and/or related services during long-term suspensions to any student who is categorized as disabled under the IDEA, whether or not the student's misbehavior is related to his/her disability. The student's I.E.P. team will determine an appropriate educational program for the student during the term of the suspension.

7. Multiple Suspensions:

The School District may suspend a disabled student for multiple periods of ten (10) consecutive school days or less. When the student has been suspended for a total of 11 days during the school year, the School District will implement the procedures described in Section 2 and 4 of this policy for any subsequent suspension.

8. Suspension for Violation of Gun-Free Schools Act:

If a disabled student violates the Gun-Free Schools Act by bringing a firearm to a school under the jurisdiction of the School District, the School District will follow the above procedures, with the following exceptions:

- a. If the student's I.E.P. team determines that the misbehavior is not related to the disability, the student may be suspended from school. The I.E.P. team may determine that the student will receive continued educational services during the suspension in an alternative education setting (i.e. alternative school or in a home based setting) and may implement that placement immediately.
- b. If the student's I.E.P. team determines that the misbehavior is related to the disability, the student may not be suspended from school. However, the I.E.P. team can determine that the student's placement should be changed to an alternative education setting (i.e. alternative school or in a home based setting) for up to 45 calendar days and may implement that placement immediately. During the time in which the child is in the alternative education setting, the I.E.P. team should convene to review and change, if appropriate, the child's placement or, if necessary, bring a civil action to enjoin the student from returning to school at the end of the 45 day period.
- c. If the student's parent or guardian requests a due process hearing challenging any aspect of the team's decision, the student's alternative education placement will be his/her stay put placement during the

- pendancy of the due process proceedings.
9. Suspension From Transportation:  
The School District may suspend a disabled student from transportation as a disciplinary measure. During the period of the suspension, the School District will reimburse the student's parent or guardian or his/her designee for the reasonable cost of transporting the student to and from school.

**CLEVELAND SCHOOL DISTRICT  
GUN-FREE SCHOOLS  
STUDENT SUSPENSION POLICY**

It is the policy of the Cleveland School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the School District shall be suspended from school for a period of not less than one year. Any suspension imposed under this policy may be modified for any student on a case by case basis by the chief administering officer of the School District.

For the purpose of this policy, the following definitions shall control:

1. The term "weapon" means a firearm as such term is defined in Section 921 of the Title 18 of the United States Code.
2. The term "chief administering officer" means the Superintendent of Schools or the Board of Education of the district.
3. The term "determined to have brought a weapon to a school under the jurisdiction of the School District" means any student being in possession or control of a weapon on property owned, leased, or rented by the School District, including, but not limited to, school buildings, parking lots and motor vehicles, and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of student disabilities.

Any suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the School District's Policy on Student Suspension.

**STUDENT'S RIGHTS TO ASSEMBLE AND DEMONSTRATE (Article V, Section H-6-7)**

The Board of Education recognizes the following:

1. Students shall have the right to assemble on school property subject to the following conditions:
  - a. Prior approval must be obtained from the principal 24 hours in advance of the meeting.
  - b. The time and place of the meeting shall be determined by the principal.
  - c. Demonstrations must be conducted in such a manner as not to interrupt, distract, or disrupt the school's academic or activity programs.
2. No printed matter or literature may be distributed on any property of the Cleveland Public Schools without prior approval and consent of school officials authorized by the Cleveland Board of Education to make decisions in such matters.

**DRUG POLICY**

The Board of Education adopted a Drug Policy for Cleveland Public Schools on July 2, 1990. The policy will be kept on file in each principal's office and is available to the students or public on request. Copies of the Drug Testing Policy will be handed out to all cheerleaders and athletes.

The policy is intended to supplement and compliment the school district policy on student possession or use of alcohol or illegal drugs and all other policies, rules, and regulations of the school district regarding possession or use of illegal drugs.

**DETENTION HALL**

A detention study hall will be held after school two (2) days a week to handle minor discipline problems. The study hall will last for two (2) hours starting at the time determined by the principal. Students may be assigned to detention by the principal or vice principal for discipline infractions.

The following are examples of infractions that may result in placement in detention. This list is not all inclusive and additions or deletions may be made by the principal. When this is done, notice will be made in the school bulletin.

1. Excessive Tardies
2. Unexcused Absence
3. Violations of the Student Code

Students will report to detention hall on the next scheduled day after detention is assigned.

A student who does not report on the day assigned will be subject to suspension from school.

When assigned to detention, the student must report to the class on time, bring school material to work on, remain silent, and remain seated for the duration of the study period.

Detention has been created to avoid, in some instances, suspension; however, if the students do not comply with detention hall rules, suspension will be the alternative.

**IN-HOUSE DETENTION REGULATIONS**

In-house detention is an in-house arrangement in which the student comes to school but does all class work in an in-school detention room under the direct supervision of a teacher. Breaks and lunch are also supervised. In-school detention is intended as a short-term, in-school alternative education program to modify deviant student behavior thereby avoiding short-term or long-term suspension. In-school detention will be utilized rather than out of school suspension when the principal believes it to be in the best interest of the student and school. Students are housed in a classroom separated from other classrooms in the main building. Students are required to do academic assignments during in-school detention classes and may not talk or interact with other students in the facility. Students

can receive credit for their attendance and work while in ISD. ISD will begin 3rd period (10:20 a.m.), and will last until 4:30. Students are expected to stay for the entire time period and may face additional consequences if they refuse the punishment.

Procedures for In-School Detention will be as follows:

1. A student will be assigned in-school detention by the principal or assistant principal.
2. Parents will be notified of the assignment through mail. In some instances, a parent conference will be scheduled to discuss solutions for student's behavior.
3. The student's respective teachers will give assignments so that the student may keep up with academic work. Should a student desire help with an assignment, the student will schedule time for tutoring before or after school.
4. Each student may also be expected to participate in service projects for the school. Service projects could include, but will not be limited to the following: using basic hands tools, picking up trash around school campuses, raking leaves, cleaning school vehicles, picking up after school events, setting up school events cleaning schools, etc. (SB 911: Student Discipline - SB911 allows the board of education of each school district to adopt a procedure that requires students to perform campus-site service for violating a district's discipline policy. Effective August 25, 2016.) (Cleveland Board Policy, section 10, page 27.)
5. Students will check in cell phones to the office (or in-house teacher). Phones will be kept in a safe place and given back to students at the end of the day.
6. Students who refuse to do work or who are disruptive may be suspended out of school.
7. Credit may be given if the teacher and principal believe an earnest effort has been put forth. Otherwise, no credit will be given.
8. The student may be referred for counseling. (If we do recommend counseling, we currently use Youthcare of Oklahoma.)
9. The principal, teacher, and counselor will keep accurate attendance, academic, and referral records.
10. Efforts will be made to advise appropriate personnel in respect to procedure of re-entry of students into regular class routine.
11. The principal may lessen the number of days of in-house detention when he deems it appropriate to do so.
12. The principal or vice-principal is responsible for all decisions in regard to in-house detention.

#### **TRESPASSING ON SCHOOL PROPERTY (Article V, Section H-8)**

1. All visitors who enter upon the premises of Cleveland Public Schools are requested to obtain permission from the principal's office and will receive a Visitor's Pass to wear while on campus.
2. It is further established as a policy of the Cleveland Board of Education that the superintendent of schools and the principals of all educational facilities within this school system shall strictly enforce the provision of Title 70 Oklahoma Statutes, Section 24-131 pertaining to the removal of persons out of school buildings and off school property when it appears that the presence of such persons is a threat to the peaceful conduct of school business and school classes.

#### **SEARCHES**

When there is reasonable suspicion to search a student while the student is on premises, in transit to and from a school even while under school authority, or is attending any function sponsored or organized by the school district, then such search can be made by the superintendent, principals, or teachers.

Students may be searched for controlled dangerous substances, intoxicating beverages, non-intoxicating alcoholic beverages, weapons, or missing or stolen property if the property is reasonably suspected to have been taken from another student, a school employee, or the school during school activities.

A search made of the student's person shall be made by a person of the same sex as the student being searched and shall be witnessed by one of the same sex of the student, if practicable. A search of property of a student can be made by any authorized person, regardless of whether that person is of the same sex as the student whose property is being searched.

No student clothing, except cold weather outerwear or shoes and socks, shall be removed prior to or during a search of a student.

**Searches of Cell Phones:** Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a cell phone or camera phone if it is believed that this device has been used to break school policies of any type.

**Searches of Lockers, Desks, and School Property:** Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be needed for such search. Trained dogs will also be used to do random searches of lockers.

**Searches of Vehicles:** Students shall not have any reasonable expectation of privacy towards school administrators or teachers with vehicles parked on school property. Vehicles parked on school property are subject to random searches by school administration. Trained dogs will also be used to randomly search vehicles. If a dog hits on a vehicle, that vehicle will be searched by an administrator. If student vehicles are locked, and student refuses to unlock the vehicle, law enforcement may be contacted to open the vehicle.

The following procedure for questioning and releasing students to officers with police authority shall be followed:

1. When an officer with police authority comes to the school for the removal of a pupil by arrest, the pupil is released to the officer. The school will make every effort to notify the parent that the officer has removed the student from school.
2. When an officer comes to the school for the purpose of questioning a student, this is allowed and takes place at school and in the presence of school personnel. The school will make every effort to have the parent present when grade school students are questioned by police officers.
3. Until a pupil is under arrest he is under custody of the school and the school is responsible for the pupil.

School personnel are required by law to cooperate in Department of Human Services investigations. The investigations may require Department of Human Services' officers to question students while at school. It is the responsibility of the Department of Human Services to contact parents concerning any investigation.

### CLEVELAND HIGH SCHOOL SCHOLASTIC ELIGIBILITY SEMESTER SCHEDULE

**Semester Eligibility: (18 weeks)**

1. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days
2. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

**Weekly Eligibility:**

1. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
2. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. **The ineligibility periods will begin on Monday and end on Sunday.**

**Special Provisions:**

1. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education. 2014-2015 RULES 10 OSSAA
2. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period. (Any part of a week is considered a full week.)
3. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work.
4. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education Accredited program may be used to meet the requirements of Rule 3, Section 1-a, for the end of spring semester.

### CLEVELAND HIGH SCHOOL STUDENT ATHLETIC PARTICIPATION AGREEMENT

*Coaches, teachers, and administrators welcome your participation in Cleveland High School's athletic programs. It is our belief that participation in athletics promotes a strong and healthy body, mind, and spirit. For most students, high school athletics will be the only opportunity to participate in any organized athletic competition. For this reason, we encourage students to participate in as many sports as possible. The following guidelines for participation in Cleveland High School's athletic programs are intended to build quality in individuals and teams*

**.Participation:**

**Athletes are expected to participate in all practices and games.** If a student must be absent from a practice or game, it is the student's responsibility to notify the coach in writing that he/she will be absent. If a student cannot participate due to an injury or other circumstances, the coach should be notified in writing by the parent or guardian. A student who cannot participate due to a medical problem will provide documentation from a doctor. A medical release will be required before a student is allowed to return to physically participating in practice. Students who cannot physically participate in a practice or game will participate by being at the practice and paying attention to the practice goals for the day. A coach may remove a player from the program for skipping or disrupting practices due to an inability to physically participate in practices.

Most athletic classes require students participation during seventh period of the regular school day as well as a continuation of practice after school. Students should not enroll in athletics if they cannot remain for after school practices. Failure to attend after school practice is nonparticipation. Failure to "dress out" (bring clothes and gear for practice), as well as unexcused absences, is also nonparticipation. Since athletics is graded primarily on participation, nonparticipation will result in a grade reduction for the class. A nonparticipation mark will be noted each time a student, for whatever reason, chooses not to work out, leaves practice early, or is absent without cause during the eighteen (18) week period. Grade reductions will be counted as follows:

- 1-2 nonparticipation in a 18 week period = A
- 3 nonparticipation in a 18 week period = B
- 4 nonparticipation in a 18 week period = C
- 5 nonparticipation in a 18 week period =D
- 6 or more nonparticipation in a 18 week period = F

Persistent failure to participate (in practice or games) will result in a student being removed from athletic participation. **It is the head coach's prerogative to remove an athlete from the program for nonparticipation.**

A student may withdraw or be removed from athletics in the first two (2) weeks of the semester without affecting their grade. Students will be placed in an alternative class for the remainder of the eighteen (18) weeks and may earn a passing grade in the alternative class.

Students who quit, or drop, or are removed from a sport after the first two (2) weeks of a semester will also be placed in an alternative class but will receive no credit. Students can receive a failing grade for the entire eighteen (18) weeks if they refuse to do work in the alternative class.

Students who withdraw or are removed from a sport after the first two (2) weeks of a semester may not participate in any other sport until the season for the previous sport is complete. Students who withdraw or are removed from a sport may not enroll in any other sport again without the permission of the head coach of that sport. **The head coach of a sport has the final authority for determining who will and who will not be on his/her team.**

#### **Athletic Training:**

After completing of the season, an athlete will move to the next sport in which he/she is enrolled. If the student is not enrolled in another sport, athletic training will be provided for the remainder of the eighteen (18) weeks of the semester. Athletic training utilizes strength, aerobic, and agility training to improve an athlete's size, speed, and strength. **All athletes must participate in athletic training.** if they do not move to another sport. A student who does not participate in athletic training will fail the eighteen (18) week period. Athletes are encouraged to remain in athletic training if they are not participating in a sport that is in season.

#### **Weight Training:**

Cleveland High School's administration and coaches are providing quality resources for weight training. The school's facilities are for your use. You will not reach your athletic potential if you do not participate in strengthening and conditioning training. Please respect and protect the facilities. Your coach or athletic supervisor will provide you with a weight-training schedule. Follow all safety procedures outlined by your coach or supervisor. Use weight belts and other safety procedures (i.e. spotters) as required. After use, return all weights, bars, belts, etc. to the appropriate storage spaces. Inappropriate use, or misuse, of the weight facilities will result in suspension from the program and/or sport.

#### **Sportsmanship:**

All athletes and coaches whether in practice, games, or in any school activity, must conduct themselves in keeping with the attributes of good sportsmanship and conduct. Inappropriate language, rowdiness, and disrespectful mannerism are some examples of improper conduct. If there is a question of whether something is good or proper, the athlete should refrain from the action. Fighting, racial slurs, or dangerous behavior will be sanctioned in accordance with school policies and the regulations of the Oklahoma Secondary School Activities Association.

Athletes represent the school and local communities and are obligated to conduct themselves responsibly. If athletes fail to fulfill their obligations, the coach has the authority and responsibility to administer the proper measure of discipline. Such discipline includes dismissing an athlete from the team. **The head coach of a sport has the final authority for determining who will and who will not be on his/her team.** The coach also has the authority to recommend an athlete for a letter award.

#### **Unauthorized Absences:**

Athletes who leave school during the regular school day without parental permission are truant and will receive a minimum of four hours of after school detention for the first occurrence. A second occurrence will result in a civil fine as well as after school detention. A third offense will result in suspension from school and removal from athletic participation. Students should be in their respective athletic class during season and in athletic training if they are not participating in a sport that is in season.

#### **Responsibility for equipment, uniforms, fees, and charges:**

During the course of athletic participation, athletes will be issued equipment, uniforms, and supplies. Also, athletes may order equipment, practice gear, or other items such as shoes, shirts, hats, or other items for which they agree to pay. Finally, athletes may also agree (or be required) to participate in fundraising activities that require payment for goods. All items issued to athletes must be returned in good condition or be paid for by the athlete. The athlete must also pay all fees, charges, or balances. **An athlete will not be allowed to participate in another sport until all items are returned and all fees or charges are paid.** When a sport ends, an athlete will be required to participate in athletic training until the above requirements are met. A student will not be allowed to enroll in a sport if the above requirements are met.

**THE STUDENT IS FINANCIALLY RESPONSIBLE FOR ANY ACCIDENT, INJURY, OR DAMAGE THAT OCCURS WHILE PARTICIPATING IN A SCHOOL SPORT OR ACTIVITY.**

Cleveland Public Schools assume no financial responsibility for medical costs or damages of an accident occurring to a student while participating in a school sport or other school activities. An accidental insurance program is offered for your convenience. Neither the school, nor any school official, is compensated by the insurance provider. We have selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

**CLUBS, ORGANIZATIONS AND ACTIVITIES, SPONSORS AND PURPOSE**

Fellowship of Christian Athletes (FCA) Sponsor: Dale Anderson

To present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

Too Much Too Loose (2M2L) Sponsor: Stacey Marchino

A statewide initiative focused on reducing and preventing underage drinking through law enforcement efforts, community and social norms change, and youth leadership.

Business Professionals of America (BPA) Sponsor: Curtis Buller

To expose students to opportunities in the world of business through conferences, workshops and community service.

Academic Team Sponsor: Jory Snyder

Provide the opportunity for students to participate in area scholastic competitions.

Health Occupation Students of America (HOSA) Sponsor: Chad Marchino

For students that wish to develop leadership skills and job skills that are used in the world of healthcare employment.

Student Council (STUCO) Sponsor: Jerry Hays

To raise standards in our school by raising school spirit and morale. To be an example to fellow students by showing respect to ourselves, our classmates and staff.

Foreign Language Sponsor: Rebekah Edens

To expose students to different cultures around the world.

National Honor Society (NHS) Sponsor: Mabelle Childress

A nationwide organization throughout the United States. Selection is based on service, leadership, scholarship and character. Members must have a 3.3 overall GPA and are required to participate in school and community activities and uphold both the character and scholarship standards by which they were selected.

Family, Career and Community Leaders of America (FCCLA) Sponsor: Tami Ward

To promote personal growth and leadership development through Family & Consumer Sciences Education.

Fellowship, Inspire, Share, Hook (FISH) Sponsor: Marc Langer

Student lead Christian outreach to fellow students.

Drama Sponsor:

Provides experience in preparing and performing various types of literature and original writings for an audience. Students practice voice techniques, physical movements, and expressions that enhance communication. They learn responsibilities in running and actual performance onstage and gain confidence in public speaking and performing.

Yearbook/Newspaper Sponsor: Lana Ingalls

These video classes provide students with the important responsibility of creating a visual and written record of activities, events, trends, and people involved in the current school year. It also gives them experience in all aspects of running a small business that deals with funding, creating, and selling a product to a consumer. Students practice photography, various computer graphic arts, and video software programs and learn the basic tenets of journalism.

**CHEERLEADING RULES, REGULATIONS – SEE CHEERLEADING HANDBOOK**

## **CHEERLEADER CLINIC AND TRYOUTS**

Qualifications for cheerleader candidates: To be eligible to participate in Cleveland School's cheerleading clinic and tryouts, students must meet the following three (3) qualifications:

1. Citizenship: Students must maintain a good citizenship record for the current school year, they must abstain from the use of illegal drugs, alcoholic beverages, tobacco, substance abuse, and any type of immoral behavior. (See athletic policy for penalty for flagrant misconduct).
2. Grade: To be eligible to try out for cheerleader, a student must have a 2.50 grade point average at the time of application. (The GPA will be based on this year's 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter grades).
3. Attendance: Students must be maintaining an attendance record of at least 90% daily attendance for the current school year.

## **SELECTION PROCEDURE-CLEVELAND CHAPTER OF THE NATIONAL HONOR SOCIETY**

Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Membership is open to sophomores, juniors, and seniors. Candidates must have been in attendance at Cleveland High School the equivalent of one semester.

Student's academic records are reviewed to determine scholastic eligibility. A minimum 3.55 cumulative grade point average is required. The grade average may not be rounded up to attain 3.55.

Those students with a 3.55 grade average or higher will be invited to fill out a student activity information form.

Candidates will be evaluated for membership on the basis of their scholarship, service, leadership, and character abilities by the faculty at large and a select faculty committee. Students must also be actively involved in a minimum of two school activities, and have participated in service projects within the community.

The faculty selection council may use the information contained in the student activity information forms to rate students on leadership and service. Students who do not return the form by the publicized deadline will not be considered for membership.

All high school faculty members will be invited to fill out a survey from rating candidates on character. They will rate students on a scale of one (1) to ten (10), with ten (10) being the highest. There will be space provided to explain ratings, if the teacher so desires.

This is an opportunity to express praise for a candidate as well as to warn faculty council members of concerns regarding character.

Subject to review by the faculty selection council, a minimum average score of seven (7) points in the character section of the faculty survey is necessary to qualify for membership in NHS.

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

A student who transfers to Cleveland High School from another school where he/she was a National Honor Society member may become a member of the Cleveland High School chapter by bringing a letter from the former principal, counselor, or chapter adviser, to the CHS chapter adviser. The transfer student must meet the standards of the Cleveland High School chapter within one semester in order to retain membership.

Students elected to membership in NHS by the faculty selection council will sign a form, before induction, stating that they understand they must continue to maintain all of the standards met for selection. Candidates become members when inducted at a special ceremony.

At the discretion of the faculty selection council, members may be re-evaluated. A member who no longer meets the criteria for membership will be warned to improve. Consistent failure to meet NHS standards will lead to dismissal. A student may be dismissed summarily for flagrant violation of NHS standards. Members who resign or are dismissed are never again eligible for membership in this chapter.

## **CLASS OFFICERS and STUDENT COUNCIL ELIGIBILITY and RULE VIOLATION**

### **(Article V, Sec. C-10d)**

Class officers must have a 2.75 grade point average for the semester preceding the election and must maintain a 2.5 GPA to stay in office.

Student Council officers must have a 2.75 grade point average from the preceding grading period and maintain a 2.5 GPA.

Student Council representatives must have a 2.50 grade point average from the preceding grading period and maintain a 2.5 GPA. (The GPA will be based on this year's 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine week grades).

Additional general rules and student council constitution shall be on file in the office of the superintendent and offices of the principals of the middle school and senior high school.

Class officers who violate school rules may be relieved from their duties by the principal at his or her discretion. If the principal so elects, he/she may observe the following: The class officer who violated school rules will appear before the Student Council and a representative from the administration for a hearing. The defendant will be allowed to have one other officer accompany him/her to plead his/her case.

Student Council officers or representatives who violate school rules may be relieved from their duties by the principal at his or her discretion. If the principal so elects, he/she may observe the following: the officer or representative who violated school rules will appear before the Student Council and a representative from the administration for a hearing. The defendant will be allowed to have one other officer accompany him/her to plead his/her case.

## **PROCEDURE TO REPLACE ANY OFFICER RELIEVED OF DUTIES**

In the case of an individual being released of his or her duties, replacement shall be as follows: in the event the president is removed, then the vice-president shall assume the presidency; in the case of all other officer, the president has the authority to appoint someone to fill the vacancy.

## **TORNADO AND FIRE DRILLS (Article V, Section C-8)**



Each room should have displayed on the bulletin board regulations and routes to be taken in evacuating the building during a fire or fire drills and procedure to follow for protection during tornadoes or during tornado drills. Early in the school year, student should become familiar with these procedures. Each building principal will be responsible for conducting a minimum of four (4) fire drills per school year. The first one is to be held no later than the 15<sup>th</sup> day of school. Two (2) tornado drills are to be conducted prior to the beginning of the tornado season.

#### **STUDENT FEES (Article V, Section C-9)**

Cleveland Public Schools does not charge student fees for participation in any course or usage of equipment. However, this does not preclude a student being required to pay for supplies used in shop, art, home economics, drafting, and similar type courses.

#### **STUDENT MARRIAGES (Article V, Section C-11)**

Married students who qualify are eligible for all academic and extra-curricular programs the school has to offer. No restrictions may be placed on married students in regard to their participation in the school programs. It shall be in the policy of the school to discourage all student marriages before a student finishes high school

### **OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION REGULATIONS FOR NON-ATHLETIC ACTIVITIES**

(Travel time will not count as loss of school time if tournament, meet, or contest is scheduled after school hours).

#### **SPEECH ACTIVITIES**

1. A school shall be limited to twelve (12) qualifying and three (3) non-qualifying tournaments in addition to the District NFL, regional, and state tournaments.
2. An individual shall be limited to five (5) qualifying and three (3) non-qualifying tournaments of which no more than three (3) may require loss of school time.

#### **MUSIC ACTIVITIES**

1. Vocal Organizations: An individual shall be limited to three (3) vocal events requiring loss of school time in addition to the following association-approved activities:
  - a. District solo and ensemble contests
  - b. State solo and ensemble contests
  - c. District concert contests
  - d. State concert contest
  - e. OMEA State Convention
2. Instrumental Organizations: An individual shall be limited to three (3) instrumental events requiring loss of school time in addition to the following association-approved activities:
  - a. Regional marching contests
  - b. District solo and ensemble contests
  - c. State solo and ensemble contests
  - d. District concert contests
  - e. State concert contests
  - f. Stage band contest
  - g. State orchestra contest
  - h. OMEA State Convention

#### **REGULATIONS FOR ATHLETIC ACTIVITIES**

“See OSSAA Rules Book”

#### **REQUEST FOR ADMINISTRATION OF MEDICATION DURING SCHOOL DAY**

##### **(Article V, Section D-3)**

It is the policy of the Cleveland Public Schools that no drug or internal medicine of any kind should be given by the principal, teacher, nurse, or other school employee. However, when a physician or parent requests that a child be given medication at school, a form must be filled in and given to the principal. Any medication brought to school by a student must be turned in to the office. (This includes aspirins, prescription drugs, etc.)

##### **Self-Administration of Medication:**

The administration shall implement rules, regulations, and guidelines with regard to self-administration of medication. These rules shall be:

1. Permit the self-administration of inhaled asthma medication by a student.
2. Provide authorization by a parent or guardian in writing for the student to administer the medication.
3. Require a written statement, provided by the parent or guardian, from the physician treating the student that the student has asthma and is capable of self-administration of medication.
4. Require the parent or guardian of the student to provide the school an emergency supply of the student's medication.

5. Inform the parent or guardian of the student, 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.

### **IMMUNIZATION REQUIREMENTS AND TESTS (Article V, Section D-3)**

The Oklahoma State Board of Health requires that parents of all students, kindergarten through twelfth grade, admitted for the first time to the Cleveland Public School, present to the school an immunization record including rubella (German) measles, polio, and tuberculin skin test. The immunization may be recorded on the health card by the enrolling person who will note the certifying agency or physician and the date the immunization was given, or keep the immunization record until the school can record the information. The certified immunization record should be returned to the parent.

If the certificate indicates the immunization procedure has currently been started, but not complete, the child may be admitted to school only if a completion date is agreed upon. The child and parent should be referred to a physician or to the City-County Health Department.

The principal's responsibility is enforcing the state requirements for immunization against specific diseases as follows:

1. The principal should be made aware of all students who have not met the immunization requirements. Any irregularities in complying with the state law shall be reported to the Superintendent, School Health Department, and/or the City-County Health Department. If agreed date is not met, student will be dropped.
2. If the child's physician states immunization would be injurious to the child's health, or if the parent objects for religious reasons, a statement in writing from the physician or parent will become a part of the child's record. These alternatives will allow children to be enrolled in school providing other enrollment requirements are met.

**Meningococcal Meningitis:** Pawnee County Health Department has the meningococcal vaccine available for students 12 to 18 years of age. Meningitis is on the rise and many colleges now require this vaccine. If your child has not received the meningococcal vaccine, consider making an appointment for one. See Meningococcal Disease Notice at end of handbook.

### **HOMEBOUND (Article V, Section D-5)**

Should a student be hospitalized, incapacitated, or ill for an extended period of time, parents are advised to contact the counselor's office for information about placing the student on the homebound study program.

### **PROVIDING PUPIL TRANSPORTATION POLICY (Article VII, Section B-1)**

Students are required to follow all bus rules. Failure to follow bus rules could result in a bus disciplinary referral. Bus referrals will be dealt with according to the following policy.

1. 1<sup>st</sup> Referral – 2 hours afterschool detention
2. 2<sup>nd</sup> Referral – 2 days of in-house detention
3. 3<sup>rd</sup> Referral – 5 day bus suspension
4. 4<sup>th</sup> Referral – 10 day bus suspension
5. 5<sup>th</sup> Referral – Student will be suspended from the bus for the remainder of the school year.

Each bus referral will be handled on a case-by case basis. The administrator reserves the right to determine the proper consequences for the action of the student. Therefore, if reason warrants, the student could be suspended from the bus sooner than the policy determines.

**Riding the bus is a privilege that each student receives and can be revoked if the student does not behave properly.**

### **CAFETERIA**

The high school campus is closed; therefore, students are not to leave the school during lunch unless cleared through the principal's office. Students will be using the school cafeteria at lunch time. Students shall eat their lunch in the cafeteria and not outside. Each menu has been carefully considered for nutritional balance and appeal. Parents may check the Cleveland American weekly to find the menu for the coming week.

Breakfast will be served in the cafeteria between 8:00 a.m. and 8:20 a.m.

### **CHILD NUTRITION PROGRAM 2015-2016**

Students are provided well-balanced meals that meet all state and federal guidelines. Parents are welcome to eat with their children, but are requested to notify the school cafeteria manager in advance: 358-2210 ext.408.

#### **Daily Charges for Meals**

	<u>Students</u>	<u>Adults</u>
Breakfast (9-12)	\$1.50	\$1.75
Reduced (K-12)	\$0.30	
Lunch (9-12)	\$2.50	\$3.00

Reduced (K-12)	\$0.40	
Extra Milk/Juice	\$0.35	\$0.35

Students and adults purchasing a second meal will pay full price.

#### **Child Nutrition Policy for Charging Meals**

Each student's ID number will be his/her lunch account number. Parents, legal guardians, or students may credit their accounts in any amount. Internet accessibility is available to credit or retrieve information on lunch accounts: [www.ezschoollpay.com](http://www.ezschoollpay.com). Make checks payable to *Child Nutrition Lunch Program*.

All students are limited to three (3) charges. A note will be sent home as each charge occurs requesting payment. Students whose accounts exceed three charges will be provided a sandwich and milk until charges have been paid in full.

Note: Charges will not be allowed during the month of May.

#### **Free and Reduced Meal Applications**

Forms are available in the cafeteria, counselor's office and main school office. One application per household is required except for foster families with one application per foster child.

#### **ACTIVITY TRIPS**

During the year a number of trips are taken by different activity organizations, e.g. band, athletic teams, etc. The school sponsors these trips and has a direct responsibility to the parents and to the community for the safety and well being of students who make these trips. For that reason, no student can (a) be excused to remain overnight in that town visited; (b) to go or return by any other means of transportation except that provided by the school or parent; (c) and each student shall participate directly in the activity for which the trip is made.

It is Cleveland High School's policy that students must ride to the activity or competition on school provided transportation. Parents may sign their student out after the activity or competition. Any exception to this rule must have prior approval by the principal.

#### **CENTRAL TECH**

Central Tech is located at Drumright, Oklahoma. It is affiliated with Cleveland High School; therefore, all credits received from Central Tech are the same as those credits received from Cleveland High School. Provisions for training were set out as follows by the Vocational Education Act of 1963.

1. High school students, juniors and seniors
2. Persons who have completed or left high school
3. Persons presently employed but who need training or retraining to achieve stability or advancement in employment.
4. Special programs for industry

Anyone wishing to make application to Central Tech may do so through a counselor's office. Both schools cooperate with each other on disciplinary cases. If a student is suspended from one school, then that student is automatically suspended from the other school. Bus transportation is provided for students attending Central Tech. Students are not to drive their cars or ride with another student unless approved by the principal or his designated representative. Violations of this policy will result in suspension.

#### **TECH DRIVING**

Students are not allowed to drive their cars or ride with another student to Tech unless approved by the principal or his designated representative. In order to drive to tech, or ride with another student to tech, students must obtain a permission form from Tech that is signed by their Tech teacher and their parent. Once the student has obtained the first two signatures, this form must be signed by the principal or the designated representative before the student is allowed to drive to Tech.

#### **TOBACCO PRODUCTS**

The use of tobacco products is prohibited. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes: e-cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking. Students who do not follow this policy will be subject to disciplinary action.

#### **TELEPHONE**

The telephones are located in the school offices. They are not to be used by students during classes. Students will not be called from classes to answer calls, except in case of an extreme emergency.

#### **GUESTS**

Adult guests are always welcome to visit our schools. Arrangements for a parent conference or visit in a classroom should always be made in advance through the principal's office. This enables us to keep from disrupting the learning process with unplanned interruptions. Student guests must be approved by the principal or his designated representative. Courtesy and consideration should always be shown by students to our guest assembly performers.

## **SCHEDULES**

Class schedules will be completed by the student during the spring semester and handed out prior to the first day of school. Schedules will not be changed unless there are conflicts with the pre-enrollment schedule or other conflicts. This should be done during the first week of each semester.

## **WITHDRAWING FROM SCHOOL**

Students who drop out of school for any reason should report to the principal's office for a withdrawal slip. This withdrawal slip must be signed by the student, the instructor in each class, the librarian, cafeteria clerk, and the principal.

## **CARS**

It is the desire of the administration that cars not be driven to school. Students who drive their cars to school are responsible for them and assume responsibility in case of accidents, theft, etc. The school recommends you keep your auto locked when it is parked in the parking lot. All accident reports will be handled by the Cleveland Police Department.

## **PARKING**

Parking on school property is a privilege afforded to students. Certain provisions are attached to this privilege. Students who fail to uphold those provisions will be subject to loss of driving privileges as well as other discipline. Students must register all vehicles they intend to drive to school. A valid Oklahoma driver's license and current insurance card must be presented. A parking permit will then be presented to the student to display in the vehicle. Students must display these permits in their vehicle. Students will also undergo random drug testing to receive a parking permit. In the interest of keeping our students safe, any student driving a vehicle and parking on school property will be subject to random drug testing. (Board Policy, Section 10, page 71)  
*There will be no student parking behind the high school.* This also includes the area around the vocational building. There will be no parking in the half circle directly in front of the building. This area is reserved for visitors only. Once you park your car in the morning, you must go to the multipurpose room. Vehicles that are parked incorrectly will receive a warning on the first violation, but will be subject to towing on the second violation.

## **AIDS PREVENTION EDUCATION**

AIDS prevention education will be taught at CHS in related classes and in special assemblies where students are separated by sex. Materials used in teaching these units of study are available in the school library and may be previewed by parents. If a parent does not want their son or daughter to participate in these sessions about AIDS prevention, it is their responsibility to notify the school in writing.

## **WIRELESS TELECOMMUNICATION DEVICES**

The rules shall provide that a student may possess a wireless telecommunication device and shall also specify that the student shall face disciplinary action if wireless telecommunication device is in violation of the rules.

- A. **Respect for the Educational Environment**
  1. Students are allowed to use any wireless device, including phones, to play games, browse the internet, listen to music, or text before school, after school, during lunch and in the hallways between classes.
  2. Students are still prohibited from making calls on their personal phones. If a student needs to make a call, they may come to the office and use the school phones.
  3. Students are not allowed to text during class. At the teacher's discretion, phones or other wireless devices may be used for research or other useful applications.
  4. Improper phone or wireless device use will be dealt with on a disciplinary basis, as in the past. Punishments could include detention, in-school suspension, suspension, and loss of wireless privileges.
- B. **Sexting**
  1. The act of sexting is prohibited.
  2. Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. It is the District's mission to ensure the social, physical, psychological, and academic well being of all students. The educational purposes of the schools are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process.
  3. Any student engaging in sexting is subject to any and all disciplinary action, including the possibility of out of school suspension, police involvement, and counseling.
- C. **Respect for Privacy Rights**
  1. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
  2. Students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.

## **MOMENT OF SILENCE**

It shall be the policy of the Cleveland Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

Each school site within the District shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who individually make the selection as to which of these behaviors they will engage in during the moment of silence. The options will also be included in the student handbook.

The minute of silence will be announced over the intercom at the appointed time.

### **Family Educational Rights and Privacy Act (FERPA)**

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

1. The right to inspect and review the student’s education records within 45 days after the day Cleveland Public Schools receives a request for access.

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

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the (School ) to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee , such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Cleveland Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

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

- o Student achievement awards or honors
- o Students weight or health if on an athletic team
- o Students photograph

Questions or requests to opt out of the sharing of directory information as stated above, should be directed to Joanna Lein, Director of Curriculum and Professional Development of Cleveland Public Schools 918-358-2210 ext. 204.

## **CLEVELAND PUBLIC SCHOOLS NON-DISCRIMINATION POLICY**

Cleveland Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquires regarding the Cleveland Public Schools' non- discrimination policies:

Aaron Espolt District Coordinator  
Cleveland Public Schools  
600 N. Gilbert  
Cleveland, Oklahoma 74020  
(918) 358-2210

### **GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS**

The District has adopted a Nondiscrimination Policy setting out its commitment to nondiscrimination for students, parents/guardians, employees, patrons, and beneficiaries in relation to race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities.

Any student, parent/guardian, employee, patron or beneficiary having a complaint or grievance concerning discrimination, as referenced in the District's policy of nondiscrimination, shall be entitled to file a grievance, orally or in writing, in accordance with this procedure.

A student with a grievance alleging discrimination should present the grievance to the principal, teachers or staff members. An employee with a grievance alleging discrimination should present the grievance to his or her immediate supervisor. In the event the allegation of discrimination involves the student's principal or the employee's supervisor, the student or employee shall be permitted to present the grievance to the District Coordinator. Should the grievance alleging discrimination involve the District Coordinator the student or employee shall present the grievance to the Superintendent.

Parents/guardians, patrons and beneficiaries shall likewise be permitted to file grievances alleging discrimination as defined in the District's nondiscrimination policy. Grievances alleging discrimination should be submitted to the District Coordinator. If the parent/guardian, patrol or beneficiary has a complaint of discrimination involving the actions or behavior of the District Coordinator, the individual may file the grievance directly with the Superintendent.

All grievances alleging discrimination whether from an employee, student, parent/guardian, patron, or beneficiary shall be presented orally or in writing or in the case of an individual with a disability affecting the capacity to present an oral or written grievance, in an alternative form sufficient to identify for the District the nature of the grievance and the relevant facts explaining the grievance. The grievance shall be promptly investigated by appropriate representatives of the District.

The individual filing the grievance shall be notified of the time in which the District expects to make a written response to the grievance. The District will conduct a timely, thorough, reliable, and impartial investigation of complaints of discrimination, harassment and retaliation, including the opportunity for the complainant or grievant to present witnesses and provide evidence. The District will evaluate all relevant information and documentation relating to a complaint of discrimination, harassment and retaliation. The District will provide the complainant with a written decision to the grievance and notice of appeal rights within 10 calendar days, unless extenuating circumstances exist.

Under no circumstances shall an individual accused of discrimination by a grievant be involved in the investigation of the grievance, nor shall any such individual have contact with the grievant regarding the subject matter while the grievance is pending. Similarly, no individual submitting a grievance to any District representative shall be subjected to retaliation because of the grievance. A claim of retaliation shall be made in the same manner and utilizing the same procedure as provided in this policy for complaints of discrimination.

The grievant may appeal the investigator's determination to the District Coordinator. The District Coordinator or designee shall conduct any further investigation appropriate in light of the grievance and its specific charges and, if deemed necessary, may conduct a hearing with respect to the grievance. If the District Coordinator is the subject of the grievance, or if the District Coordinator has been involved in the initial investigation of the grievance, the Superintendent of Cleveland Public Schools shall specifically designate an individual to which the grievance may be appealed.

The District Coordinator or designee may adopt the recommendation made previously with respect to the grievance or may submit a new report of the investigation and recommendations. The decision of the District Coordinator or designee shall be issued within ten business days of receipt of the notice of appeal of the recommendation(s). A copy of the decision and any recommendations shall be furnished to the grievant with a copy to the Superintendent.

In cases where it is apparent the individual's intent is to bring to the district's attention a claim of discrimination, the individual's written complaint shall be treated as a grievance arising under this procedure.

The District's internal grievance procedure related to claims of discrimination does not and is not intended to displace rights arising under federal or state law related to claims of discrimination.

### **Anti-Retaliation**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing. The remedies, procedures, and rights set forth in this Grievance Policy shall be available to any person aggrieved by any act or failure to act by any Cleveland Public Schools employee or official representative.

The following person has been designated to handle inquires regarding Cleveland Public Schools nondiscrimination policies:

Aaron Espolt District Coordinator  
Cleveland Public Schools  
600 North Gilbert  
Cleveland, Oklahoma 74020  
(918) 358-2210



