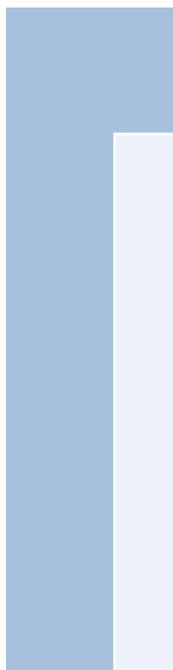


# Colcord Public Schools



Grades Pre-K thru 12



2021-  
2022

## DISTRICT STUDENT HANDBOOK

Colcord School District  
433 S Larmon Street  
Colcord OK 74338  
Phone: 918-326-4116  
Fax: 918-326-0035



[www.colcordschools.com](http://www.colcordschools.com)

# Colcord School District

## Hierarchy of Leadership

School Board → Superintendent → Principal → Teachers → Support → Students  
Board of Education

Mike Wofford President, Billie Jones Vice-President,  
Donnie Craghead Clerk, Ben King Member, and David Ramsey Member  
**Superintendent of Schools – Bud C. Simmons**

Suzy Harrington

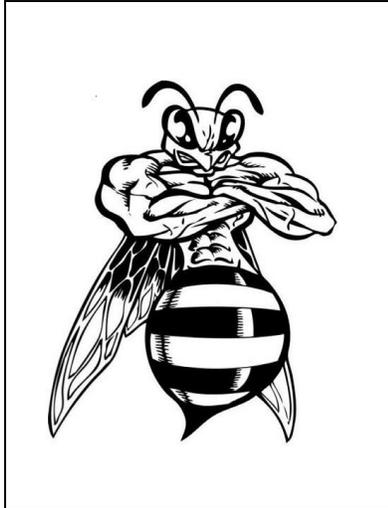
Treasurer  
Human Resource  
Payroll

Sharron Simmons

Activity Fund Clerk  
Lunch Fund Secretary

Crystal Shelley

Encumbrance Clerk



Becky Farris

Special Education Director

Remington Rogers

Federal Programs Director

Terrill Denny

Athletic Director

Chase Payne

Hornets of Character Director

Shawnda Benge

Alternative Director/Teacher

Jeremy Shelley

Technology Director

Candice Harper

District Nurse

### **Colcord Lower Elementary (Pre-K-5)**

400 S Spencer Street, Colcord OK 74338

Phone 918-326-4117

Fax 918-326-4511

**Ms. Misty Winfield- Principal**

**Melissa Earp -Secretary**

### **Colcord Upper Elementary (6-8)**

257 S Colcord Ave, Colcord OK 74338

Phone 918-326-4852

Fax 918-326-4468

**Terrill Denny-Principal**

**Jordan Crites - Secretary**

### **Colcord High School (9-12)**

163 S Colcord Ave, Colcord OK 74338

Phone 918-326-4107

Fax 918-326-4493

**Sandi Shackelford-Principal**

**Deena Blossom-Guidance Counselor**

**Phillis Smith-Secretary, Registrar**

# 21-22 District Calendar

Aug 9 <sup>th</sup> & 10 <sup>th</sup>	Prof Dev Day for Teachers
Aug 10 <sup>th</sup>	Open House
Aug 12 <sup>th</sup>	First Day of School
Sep 3 <sup>rd</sup>	Virtual Instructional Day
Sep 6 <sup>th</sup>	Holiday...No School for students and staff
Sep 24 <sup>th</sup>	Football Homecoming
Oct 14-15 <sup>th</sup>	Break... No school for students & staff
Oct 18 <sup>th</sup>	P/T Conf (12pm-6pm)...No school for students
Nov 19 <sup>th</sup>	Virtual Instructional Day
Nov 22 <sup>nd</sup> -26 <sup>th</sup>	No school for students & staff
Dec 20 <sup>th</sup> -31 <sup>st</sup>	No school for students & staff
Jan 3 <sup>rd</sup>	Prof Dev Day for Teachers
Jan 4 <sup>th</sup>	Start of 2nd Semester for students
Feb 21 <sup>st</sup>	P/T Conf (12pm-6pm)...No School for students
March 11 <sup>th</sup>	Prof Dev Day for Teachers
Mar 14 <sup>th</sup> -18 <sup>th</sup>	Spring Break-No school for students & staff
May 6 <sup>th</sup>	Senior Awards
May 8 <sup>th</sup>	Senior Baccalaureate 7 pm
May 13 <sup>th</sup>	Last day of school for students
May 15 <sup>th</sup>	Senior Graduation 3 pm

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Parents and guardians must fully understand the risks that attend education decisions. Colcord School District, although taking intentional targeted actions to reduce the risks associated with school attendance, cannot assure parents and students full protection from virus exposure, even with our school's adherence to elevated health-and-safety measures. These actions include extensive education, social distancing, wearing face masks, disinfection of school classrooms, buses and other areas, and emphasis on personal hand-washing and use of hand-sanitizers. Parents and guardians must independently evaluate the risks associated with school attendance and participation in activities with recognition of the possibility of exposure to infection, illness, quarantine and other adverse consequences of COVID-19. We fully respect parent decisions and will always act in the best interest of our students and school community.

## **Policy of Non Discrimination**

The Colcord Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student, or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed. The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

“Colcord Public Schools prohibits discrimination in its educational programs and activities, admission programs of students, recruitment, selection and/or employment on the basis of race, color, religion, sex, age, national origin, veteran status or disability. The District provides equal access to designated youth groups, including the Boy Scouts of America. Colcord Public Schools complies with federal and state regulations for implementing Title IX of the Education Amendment of 1972, Title VI, The Age Discrimination Act, Section 504, and Title II of the Americans with Disabilities Act (ADA).”

The District has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, gender, sex, age, national origin, veteran status, or disability. Any person who believes he or she has been discriminated against based upon one (1) of these protected categories is encouraged to file a discrimination complaint.

Title VI coordinator is [Remington Rogers](#), Federal Programs Director, 326-4117, ext 322.

Title IX coordinator is [Bud Simmons](#), Superintendent, 326-4116, ext 434.

Section 504 & ADA coordinator is [Rebecca Farris](#), Special Education Director, 326-4107, ext 175.

Age Discrimination Act of 1975 coordinator is [Paula \(Suzy\) Harrington](#), Human Resources, 326-4116, ext 436.

## **Asbestos Statement:**

In compliance with the U.S. Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA), the schools of this district were examined for asbestos and a Management Plan was written. This plan is filed in the school's administration office. Everyone is welcome to view these anytime during normal school hours.

## **FERPA Notice**

\*The Family Educational Rights and Privacy Act is a federal law that requires the District, with some exceptions, to obtain written consent prior to the disclosure of personal information from educational records of students. The District may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with

district procedures. Examples of this type of directory information include certain school publications, such as: the yearbook, honor roll lists, event programs, sports activity rosters.

\*Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with names, addresses, and phone numbers. Parents may advise the LEA that they do not want their student's information disclosed without prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

\*If you do not wish for this information to be released without your prior written consent, you must notify the superintendent in writing. Otherwise the District may disclose the following student information without prior written consent: name, address, telephone, date/place of birth, dates of attendance, grade level, participation in officially recognized activities, degrees, honors, and awards, weight/height if on an athletic team, most recent educational agency attended, photograph, email address.

## **The Protection of Pupil Rights Amendment**

This amendment applies to programs that get their funding from the United States Department of Education. The PPRA was written to protect the rights of parents and students in two specific ways. First, any material used by students in ED funded surveys, analyses, or evaluations will be made available to parents to inspect prior to use with their child. Secondly, it ensures that schools and contractors acquire written parental consent before a minor student is required to participate in ED funded surveys, analyses or evaluations which may reveal personal information about the following:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.
- Anything that has to do with her/his home country's prime minister or country's "ruler"
- Parents are given the right to grant permission for their child to participate in the surveys, analyses or evaluations requiring the above content or they also have the choice to opt their child out of sharing such information with the school.

## **Parent Bill of Rights Statement**

The school district is in compliance with the Parents' Bill of Rights.

This state, any political subdivision of this state or any other governmental entity shall not infringe on the fundamental right of parents to direct the upbringing, education, health care and mental health of their children without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

As used in the Parents' Bill of Rights, "parent" means the natural or adoptive parent or legal guardian of a minor child.

## **School District Screening Protocol:**

To prevent the spread of communicable diseases, especially during a pandemic or public health crisis, the district may implement the following protocol to control and restrict access to school property, activities, and events:

The district encourages parents, legal guardians, and all school employees to self-screen at home. If a student or employee has a temperature of 100 degrees Fahrenheit or higher, the student or employee should remain at home until the individual has been free of fever for twenty-four (24) hours.

The district will adhere to guidelines set by local, state, and federal health and safety guidelines when feasible.

**REFERENCE: 70 O.S. § 5-117  
63 O.S. § 1-507**

## **District and Site Report Card**

We are pleased to make available the Colcord Public School District and Site Report Cards for your review. The Report Cards are on our school website at [www.colcordschools.com](http://www.colcordschools.com). You can also view a copy of the report card at the administration office or the school sites. We hope this information is valuable to you, as we continue to work hard to educate your child(ren).

## **Student Residency**

It is the policy of the Colcord Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent, and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1113(A)(1).)

### **Homeless Students**

In accordance with the federal McKinney-Vento Homeless Education Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The Colcord Board of Education shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. The two main tools used by the district to identify potential homeless students are the Student Enrollment Questionnaire and the Homeless Identification Form. The Student Enrollment Questionnaire is a state provided form that is embedded in the district's enrollment process. The Homeless Identification Form is a local form used by district staff and the district Homeless Liaison to identify homeless students in the district that were not identified by the Student Enrollment Questionnaire during the enrollment process. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.

5. A migratory child who is staying in accommodations not fit for habitation.
6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
7. A child who is placed in a state institution because s/he has no other place to live.
8. A child who has been abandoned by his/her family and who is staying in a hospital.
9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.
10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.
3. Customary transportation policies and regulations shall be waived.
4. Official school records policies and regulations shall be waived.
5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.
7. Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information under state or federal law.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

Residency Officer

The school district designates the superintendent as residency officer. The residency officer may be contacted by calling the school district at (918) 326-4114 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 433 S. Larmon, Colcord, OK 74338.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents

reviewed to the board of education. The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost-effective manner.

## **Definitions**

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case-by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors are utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. The proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education and engagement in the school the child presently attends;
6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and the likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child's parent(s) or education decision maker(s)
12. The child's attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child's sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

## **Student Enrollment Requirements**

It is the policy of the Colcord Board of Education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. Placement in a specific class or grade level will be based on administrative determination.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. Maximum age to which students may attend school tuition-free is twenty-one except that any person between the ages of 21 and 26 may attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Such person must show an inability to attend school for definite periods of time because of a physical disability or service in the armed services.

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan.

## **Closed Campus**

Colcord Public Schools has a closed campus policy. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless permitted to leave the campus by a school official. Students cannot be excused to leave campus for lunch. Students must have a parent/guardian's permission and must sign out in the office upon their departure.

## **Attendance**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

The superintendent is directed to develop, for board approval, regulations that support this policy.

### **ABSENCES**

An excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments

3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child has been absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent every year and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They are not physically present at school but are completing work in a virtual online program approved by the school district, or
3. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

#### School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

#### Absence by Arrangement

These are absences in which the parents deem it necessary that a child misses school for reasons other than those that fall within an excused absence.

1. A student may take up to 10 days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days before the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

4. Absences by arrangement will count against a student's exemption from semester tests.

#### Unexcused Absence

This is an absence that does not fall within one of the above categories. Work may be made up. Fifty percent (50%) of the grade will be counted. Five (5) unexcused absences will result in that student not receiving credit in that class for the semester.

#### Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action by the Delaware County District Attorney.

#### Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than twenty (20) minutes late is counted absent for the period.
3. Every 3 tardies will constitute an unexcused absence from that class.

Any student who exceeds the four (4) day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize absenteeism.

#### Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

\* **LEGAL REFERENCE:** 38 O.S. §37  
70 O.S. § 10-105  
70 O.S. § 3-145.8

## **School Visitors/Classroom Visitation and Personal Calls**

#### School Visitors:

It is the policy of the Colcord Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

The superintendent or principal of any school shall have the authority to order any person<sup>1</sup> out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return without the written permission of the administration for six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

#### Classroom Visitation:

To provide school children with a reasonable opportunity to study and learn, it is the policy of the Colcord Board of Education to restrict classroom visitation to a minimum. Any person who needs to visit a classroom or other school facility must obtain permission from the building principal's office. Visitors on school property without permission may be asked to leave the premises.

The principal has authorized discretion in permitting visitation, and the board of education declares its support of any

decision made by a principal in denying visitation to any person.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

#### Personal Calls:

To keep classroom disruptions to a minimum, phone calls to students from parents/guardians will be put through only on an emergency basis. All other messages will be given to students between classes or at lunch. Students will be allowed to use the office phone for an urgent need at the discretion of the administration.

## **Gift Delivery**

Colcord Public Schools takes no responsibility for gifts delivered to the school. It will be the student's responsibility to pick up their gifts at the end of the school day. Large cumbersome gifts, such as balloons, will not be allowed on the school bus.

## **Student Behavior**

Discipline Code - The following behaviors at school, while on school vehicles, going to or from, or in attendance at school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson, including possession of explosives or flammable materials, or abuse of fire alarms or safety equipment
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. The criminal or delinquent activity of any nature or kind
9. Cutting class or sleeping, eating or refusing to work in class
10. Disruption of the educational process or operation of the school
11. Extortion
12. Failure to attend assigned detention, alternative school or another disciplinary assignment without approval
13. Failure to comply with state immunization records
14. False reports or false calls
15. Fighting
16. Forgery, fraud, or embezzlement
17. Gambling
18. Gang-related activity or action
19. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
20. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
21. Immorality
22. Inappropriate attire, including violation of the dress code
23. Inappropriate behavior or gestures
24. Indecent exposure
25. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
26. Obscene language
27. Physical or verbal abuse
28. Plagiarism
29. Possession or distribution of a caustic substance
30. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)

31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon<sup>11</sup> and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.), including any device capable of discharging or throwing any projectile (BB guns, paint guns, dart guns, blowguns, etc.)
33. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind-altering substance, except for medications taken for legitimate medical purposes according to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
34. Possession of illegal and/or drug-related paraphernalia
35. Possession of prescription and/or non-prescription medicine while at school and school-related functions without prior district approval
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school-related functions
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
39. Theft
40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
41. Truancy, including excessive tardies
42. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
43. Use or possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
44. Using racial, religious, ethnic, sexual, gender or disability-related epithets
45. Vandalism
46. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name-calling, destroying or defacing school property, school bus misconduct, or conduct that results in school closure, or student/staff removal from a school site
47. Vulgarity
48. Willful damage to school property
49. Willful disobedience of a directive of any school official
50. Inappropriate public displays of affection.
51. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession.
52. Laser Pointers
53. Rubber bands and/or pins (i.e. safety, straight)
54. Skateboards, roller skates, and rollerblades are not permitted on school property during normal school hours.
55. Pets are not allowed on school premises at ANY time unless exempted by the administration for health or other compelling reasons. (This includes all school functions held after school hours.)

***Also, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.***

## **School Bullying Prevention Act (Okla. Stat. tit. 70, § 24-100.2)**

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, bullying, and threatening behavior. This includes, but is not limited to gestures, written verbal, or physical acts, or electronic communications that a reasonable person should know will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or

4. insult or demean any student or group of students in such a way as to disrupt or interfere with the school district's educational mission or the education of any student.

The board has also adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the district's plan to address it.

*\* For more information on this policy, please refer to the Complete Policy Manual on the school's website or contact the school.*

## **Student Discipline**

The Colcord Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Cheating

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However,

the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

## **Student Searches**

The Colcord Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

### **Search Regulation**

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

## **Student Suspension**

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

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

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

## **Student Suspension Regulation**

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

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
  - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
  - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

#### Procedural Steps to Suspension

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

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school intervention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.
  - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
  - B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide

the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

### Appellate Procedures

#### Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of administrators. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

### Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
  - E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

**NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

## **Backpack Policy**

Colcord Public School promotes an instructional environment that is both safe and secure; therefore, book bags, backpacks, purses, etc. are not allowed in the classrooms. These items must be left in the student's locker from 8:20 until the end of the school day. The "etc." can include any items that are not directly needed for the educational process, such as pillows, blankets, and stuffed animals. Students tardy to class because they must return items to their locker will be subject to the tardy policy. Gym bags will be placed in an area designated by the school and may be retrieved during the break before athletics. Colcord Public Schools assumes no liability for the theft, loss, or damage of personal property..

## **Student Dress Code**

It is impossible to identify and label every variation in student attire as acceptable or unacceptable, therefore school administrators have the right to determine whether any attire or grooming is disruptive or detrimental to the learning process or does not meet community standards. In all cases, the final decision rests with the school administration.

### **Student Dress Code Guidelines**

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

The following are specifically prohibited:

1. Shorts must be hemmed. They must be of reasonable length (the rule of reasonable length may be determined as arms to the side, shorts must touch fingertips). If shorts aren't of mid-thigh length, fingertip rules don't apply, they are prohibited.
2. Cutoffs, or tank tops except in the gym. **All Shirts must have sleeves.** (Excludes elementary ages)
3. Shirts or blouses that do not overlap their skirts or trousers. Shirts should cover the chest.
4. Writing or pictures on shirts or patches or other clothing items that suggest obscenity or vulgarity or that promotes any type of behavior that is illegal for minors to engage in.
5. The indoor wearing of hats or caps. (Exceptions may be made for students with religious beliefs requiring a head covering or for medical reasons.)
6. Holes are not permitted in clothing above the fingertips.
7. Overalls must have straps up and be secured at all times.
8. Gloves are not to be worn at school except during inclement weather. Mittens or cold-weather gloves may be worn outside, but are not permitted in the classroom.
9. Excessively large or baggy clothes which may conceal dangerous items or be a safety hazard. This includes trench coats, dusters, or long ponchos.

10. No body-tight spandex or stretch pants are to be worn without a shirt or dress that is a length that is within the dress code. This includes yoga pants, leggings, tights, and spandex-type pants or shorts. Revealing clothing designed as undergarments may not be visible. No undergarments may be seen at any time.
11. Clothing with chains or long straps or clothing which shows undergarments is not acceptable.
12. Dog collars and jewelry with spikes, nor any other accessory, such as safety pins, etc. that may pose a safety concern for students and staff.
13. Hair must be properly maintained, not be disruptive to the learning environment, and no gang-related haircuts.
14. A backpack must be able to fit in lockers.
15. Students are not permitted to wear sunglasses (or any other accessory that conceals their face in whole or in part) in the building.

## **Cancellation of classes**

If it becomes necessary to cancel classes, the school will contact the following TV and stations: Tulsa channels 2, 6, and 8. Information may also be found on the school's Facebook page, website [www.colcordschools.com](http://www.colcordschools.com), and/or the school's free mobile app.

## **Snow Routes**

When we have snow or ice that forces the cancellation of classes for several days, the paved roads may become passable before the county (dirt) roads. Once the administration feels that the paved roads are safe we may have classes and run our buses on "snow routes". Buses will run along the paved roads. We will also have designated group pick-up stops:

- S & P (on highway 116)
- Package Store (on highway 116)
- Junction 116/10 (west of Colcord)
- Twister's/Flint Creek (Junction of Flint Creek Rd and Hwy 412)
- Kelly's Hair Studio (Moseley Road)

Please make sure your child's bus has arrived before you leave. Pick-up times will be extremely difficult to pinpoint. If your child rides the bus home at the end of the day, please have someone there to pick him/her up. You may also let the school know your child has permission to walk home from where the bus lets them off. (Preferably in writing)

## **Class Schedules**

It is the policy of the Colcord Board of Education that any changes to class schedules for students must be made during the first week of school. Class scheduling is an important and complex process. Every effort will be made to accommodate the student. The office will make changes during the first week of classes to balance out classes as deemed necessary to meet state guidelines. Students wishing to change their class schedule will be given the opportunity to do so during the first week of each semester. Class changes will be made with priority given to graduating seniors. Written parental approval is required for class changes. There will be no class changes after the third week of class unless deemed necessary by the principal.

Students who desire a change in their class schedule must obtain teacher and parent/guardian approval. If the change will eliminate a mandatory core curriculum class from the student's schedule, the student and the parents of the student will be provided with a statement informing the student and parent that the class may not be offered again at a time that is convenient for the student. If the student takes the class via concurrent enrollment after dropping the class at the local site, the student and the student's parents shall be responsible for all costs associated with the class.

The request must then be submitted to the appropriate counselor for consideration. The student will be informed if the change can be made but must adhere to the original schedule until notified.

## **Assignment of Grades**

Grades on daily assignments, examinations, nine weeks exams, and semester exams will be assigned according to this rule: **90-100 A, 80-89 B, 70-79 C, 60-69 D, 59 and below F.**

Grades will be given out on a semester basis only, In addition to mid-term progress reports.

**Regular Class Grade Assignment-**The standard high school 4 point grading scale will be used in all work undertaken in

grades 6-12, except for those courses designated as Advanced Placement: classes. The following scale will be used to compute grade point average in the regular classes in grades 6-12:

A=4.0, B=3.0, C=2.0, D=1.0, F=0.0.

**AP Class Grade Assignment-**To challenge all students in the school, certain classes are designated as “Advanced Placement” classes. Most of these classes will be taken by college-bound students. Students who participate in these classes will have a “weighted” grade point average. This Weighted grade point average is used in determining class rank. Grades will be assigned and recorded according to the following 5 point scale:

A=5.0, B=4.0, C=3.0, D=2.0, F=0.0

**Concurrent Enrollment-**Seniors who have met graduation requirements and would like to begin college coursework may do so. John Brown University in Siloam Springs and NSU in Tahlequah both offer concurrent enrollment classes for Seniors. You must have taken the ACT to be eligible for concurrent enrollment. See the counselor for more specific details.

Parents/Guardians may contact the school office to set up an account that enables them access to student’s grades, attendance, and discipline through the internet.

## **Head Lice Policy**

Anyone can get head lice regardless of age, sex, race, or ethnic background. They do not discriminate.

Head lice are tiny insects found only on human hair. Adult head lice are about the size of a sesame seed and blend in well with the color of hair. Lice hatch from small eggs called nits. Nits are attached to individual hairs with a glue-like substance that has been compared to cement. One the eggs hatch, the empty eggshell remains attached to the hair. New nits are dark in color; older and/ or empty nits are whitish and are about the size of a grain of sand.

Head lice are transmitted in many different ways. Close head-to-head contact is the primary way head lice spread from one child to the next. Head lice do not jump. They are also spread by sharing a hoodie, a hat, ponytail holders, combs or brushes with a person who already had head lice.

The most common symptom of head lice is itching, especially behind the ears or at the nape of the neck. Nits and/ or live bus may be observed in the hair. When in doubt, send the student to the Nurse for evaluation. If a student complains of an itchy scalp (or is constantly itching their head), has visible bugs crawling in his/her hair, has visible nits in the hair or report having head lice, please send the student to the Nurse for assessment.

The Nurse will do the following:

Examine the scalp and hair for nits and lice (common areas “preferred” by lice are the nape of the neck, around the ears, and on the forehead)

If lice and/or nits are found, the parent/guardian will be contacted and the student will be sent home. Parents will be fully instructed in head lice removal and extermination.

The entire classroom of students will be checked for head lice.

Siblings of the affected student will also be checked for head lice (including siblings at other CPS campuses)

The student and parent/guardian will be instructed that the student may NOT return to class until they have been assessed and cleared for return by the Nurse. The Nurse will provide a student that has been approved a return school release for the office.

## **School Bus Program**

**Riding the bus is a privilege, not a right. Please help your child understand that compliance with bus rules is necessary for the safety of our students.** In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and travel on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
5. Any passenger who defaces or vandalizes a school bus in any way shall be disciplined at the discretion of the

building principal.

6. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers and must be shared when necessary.
7. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
8. Elementary school students waiting at the high school until school dismissal must remain in the bus.
9. If a student is denied transportation for any reason, the parent(s) will be notified as soon as possible. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

## **Colcord Schools Cell Phone PED Policy**

**Due to the potential disruption a cell phone or PED (Personal Electronic Device) may cause to the instructional environment the disciplinary actions outlined below will be strictly enforced.**

The use of cell phones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls, school assemblies, and any other structured or non-structured instructional activity that occurs during the normal school day. Devices may be kept in a student vehicle or placed in a school designated area. This prohibition includes *all* emergency situations unless the student is directed to use a cell phone or PED by a school employee or other official.

Specifically:

- This policy is in effect from the time a student arrives at school until the completion of the instructional day or school-sponsored activity.
- Students are **never** permitted to use cell phones in the restrooms and locker rooms.
- Students are not allowed to use cell phones in the common areas, lunchrooms, gyms, or hallways during the regular instructional day or during a school-sponsored activity.

### **Disciplinary Consequences and Actions**

1. Staff members have the right to confiscate cell phones when in violation of policy. Students who refuse to relinquish a phone or other PED may be referred to the principal or designee.
2. Phones and PEDs will be released only to a parent/guardian. **Parents/guardians are encouraged to pick up devices as soon as possible.** School officials will attempt to give parents notification of confiscated devices.
3. Colcord Public Schools assumes no liability for the theft, loss, or damage of cell phones and other PEDs possessed by students who violate the school policy.
4. Disciplinary actions for students who violate this policy are as follows:

**First violation:** The student will serve THREE (3) days In-School-Intervention (ISI).

**Second violation:** The student will serve FIVE (5) days ISI.

**Third and Subsequent violation:** The student will serve TEN (10) days ISI. **In addition**, the student will receive 5 hours of community service.

### **Students with Serious Medical Conditions or Other Unusual Circumstances**

1. Students with life-threatening medical conditions may be allowed to possess/use a cell phone or other PED that is determined by a licensed physician to be essential for the health of the student. A signed letter from the physician will be required in such cases. Use of the device during the school day shall be restricted to the immediate health concerns of the student. Violation will be subject to the above stated disciplinary actions.
2. Principals are authorized to give permission for a student to possess and use a cell phone or other PED under highly unusual circumstances. Use of the device during the school day shall be restricted to the specific circumstances. Violation will be subject to the above stated disciplinary actions.

### **Off-Campus and After-School Activities**

Cell phone or PED possession/use during off-campus or after-school activities will be determined at the discretion of the sponsor or coach.

## **Student Health Services**

It is the policy of the Colcord Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of the medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of the pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by the student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, ~~or~~ an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
    - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
    - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
    - C. Permission for the self-administration of asthma, ~~or~~ anaphylaxis medication, or replacement cystic fibrosis enzymes are effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
    - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.
    - E. Definitions:
      1. **Medication** means a metered-dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
      2. **Self-administration** means a student's use of medication pursuant to a prescription or written direction from a physician.
  3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.
- 5.. School District Prescribed Epinephrine Injectors. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered an Epinephrine injection. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction.
6. School District Prescribed Inhalers. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designated by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

## **Opening Exercises**

The school day will begin with a flag salute. However, foreign exchange students, students formally associated with a religious group whose tenets are not in accord with this practice, and any other students not wishing to recite The Pledge will not be required to do so. As per SB 815, a moment of silence is observed every morning prior to morning announcements. See District Policy on Flags EMDB.

## **Safety Drills**

The School District will conduct twelve (12) safety drills each school year. The Superintendent shall be responsible for ensuring that all twelve (12) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The extent of student involvement in intruder drills shall be determined by the superintendent in consultation with the building principal. The twelve (12) drills shall consist of the following:

1. Security drills. A minimum of four (4) security lockdown drills shall be conducted at each site within the school district each school year. No security drill can be conducted at the same time of day as a previous security drill in the same school year, and no more than two drills shall be conducted in the same semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school.
2. Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
4. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year.

5. A school bus emergency evacuation drill is to be conducted twice each school year per Oklahoma State Board of Education Regulation (OAC 210:30-5-1). It is recommended that school bus evacuation drills be conducted once in the fall semester and once in the spring semester within the first two weeks when possible. A convenient time is when the bus arrives at school with the students still aboard.

Documentation of completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a copy with the Oklahoma School Security.

## **Steps to Resolutions for Parents**

Colcord Public Schools strive to maintain a harmonious relationship between parents, teachers, staff, and administration. Occasionally, misunderstandings occur and resolutions need to be made. Situations of concern are best resolved on the level at which they occur. By following these steps resolutions can usually be achieved in a quick and fair manner. Below is the process parents or guardians should take to resolve a given situation;

1. **Contact the Staff Member**-The most direct route to resolving a situation is to speak directly with the person involved, whether it is a teacher, coach, bus driver, etc. More than 95% of concerns can be resolved through communication with those involved. Teachers may be contacted during their planning hour.
2. **Contact the Principal**-The principal is in charge of each site and is responsible for the school's operation, explanations of procedures and various clarifications.
3. **Contact the Superintendent**-If your concern has not been resolved by Steps 1 and 2, then it is appropriate to call the superintendent.

## **Lunch Policy**

All students at Colcord Public Schools will eat breakfast and lunch free of charge.

## **Interference with the Peaceful Conduct of School District Activities**

The superintendent or anyone designated by the superintendent or the board of education to maintain order in the school district shall have the authority and power to direct any person to leave school district property or any school activity when students are present, who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on school district property;
2. Interferes with the peaceful conduct of school activities off school property when students are present;
3. Commits an act that interferes with the peaceful conduct of activities on school district property;
4. Commits an act that interferes with the peaceful conduct of school activities off school property when students are present;
5. Enters school district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on school district property;
6. Enters non-school district property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities

*For more information on this policy and for information regarding the appeals process, please refer to The Complete Policy Book on the school's website or contact the school.*

## **Drug-Free Schools: Student Drug Abuse**

Students are prohibited from being under the influence of or having in their possession or using or selling any of the following mood-altering chemicals in school or at school-sponsored activities:

1. Alcoholic beverages

2. Marijuana, hashish, or any cannabis derivative
3. Amphetamines (speed, white cross, cocaine, etc.)
4. Phencyclidines (PCP, angel dust, etc.)
5. All hallucinatory chemicals (LSD, mescaline, and others)
6. Barbiturates
7. Opiates
8. Other mood-altering chemicals that can hinder the student's ability to learn or participate and could cause damage to the student's health.
9. Any other controlled dangerous substance prohibited by the laws of the State of Oklahoma.

*For more information on Drug-Free Schools, please refer to The Complete Policy Book on the school's website or contact the school.*

## **Tobacco Free School**

The Colcord Schools Board of Education is committed to providing a healthy and productive environment for all persons using the school facilities. The Board of Education also recognizes that tobacco smoking and the environmental tobacco smoke (second-hand smoke) have been shown to be linked to illnesses and disabilities, and that federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the schools.

Therefore effective beginning the 2013-2014 school term, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property 24 hours a day, 7 days a week, including nonschool hours. This policy applies to all school-sponsored events held on or off campus.

"School property" is defined as all property owned, leased, rented or otherwise used by any school in the district including but not limited to the following:

- A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. This also includes but is not limited to areas normally reserved for the exclusive use of faculty or support staff.
- B. All school grounds and buildings over which the school exercises control, including areas surrounding any buildings, playgrounds, athletic fields, recreation areas and parking areas.
- C. All vehicles used by the district for transporting students, staff visitors or other purposes.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.

"Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.

3. "Use" is defined as lighting, chewing, dipping, inhaling, smoking any tobacco as defined within this policy. "Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe or another lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

All students, faculty, and staff are responsible for adhering to this policy. Employees are warned that the violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students who violate this policy will be disciplined according to guidelines established by the board.

## **Code of conduct for Internet and other Computer Network Access**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district.

Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor the use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or
  - i. password or allowing such access by another may be permitted only with the approval of the supervising
  - ii. teacher or system administrator.
5. Do not reveal your address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network-intensive games, commercial ventures, Internet relay chat lines or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

## **Responsibility for School Property**

It is the policy of the Colcord Board of Education that teachers and principals must emphasize the importance of caring for school property. Students who lose or damage school property, including textbooks or library books, shall be required to pay the amount necessary to replace or restore the property.

Lockers are issued each year for the convenience of students. The school shall exercise its right to search any locker at any time.

## **COLCORD PUBLIC SCHOOLS VOLUNTEERS**

The Board recognizes that school volunteers provide a valuable service to the District and authorizes the Superintendent or designee to develop and deploy an effective volunteer program that includes the recruitment and selection of school volunteers. To protect the students and their families and to achieve a program of high quality, Colcord Public Schools has adopted the following regulations and standards for those who participate in the Volunteer Program. Principals receive completed application, confidentiality form, volunteer contract, and determine the need for a background check at volunteer expense.

### **District Regulations**

1. Upon arrival at the school volunteers must check-in at the main office, sign-in, and pick up a badge authorizing them to be in the building.
2. When at the site, if a student should require assistance because of a health issue or injury, the volunteer should seek the aid of school personnel and must avoid giving medications or medical treatment to any student. For safety purposes, volunteers are not to clean blood spills or come in contact with bodily fluids.

3. School staff is responsible for the overall care of the students and are authorized to take care of discipline issues that arise at the school site. When discipline issues arise, volunteers must seek the assistance of school personnel.
4. While at the school site, volunteers may not promote commercial products, brand names, religious beliefs, political candidates, or parties.
5. The district values every volunteer. As such, any time heavy lifting or strenuous physical tasks are necessary the volunteer must seek assistance from the site staff.

### **Standards & Guideline**

1. Colcord Public Schools expects a learning and working environment where students and staff can be successful. As such, volunteers are required to treat students and staff appropriately and act as models of the civic values and societal norms important to the Colcord community.
2. The relationship between the volunteer and staff member should be one of mutual respect and bring value to the learning environment. While on campus volunteers work under the direction and supervision of school staff members.
3. The teacher is responsible for the content and the learning techniques in the classroom, and it is important that while the volunteer is working with them, they support the teacher. A volunteer should either make an appointment or visit with the teacher to be clear on their duties when assisting.
4. Because a great deal of planning is required for the preparation of student learning, volunteers need to be dependable and on time.
5. When it becomes necessary that a volunteer discontinue their assignment, they should notify the school site.
6. Because Colcord Public Schools value the commitment and time volunteers spend in the schools, the district maintains a log of volunteer hours. As such, volunteers are asked to record their hours of service on the form designated at the school site. This is so the hours in totality can be reported to the district administration.
7. A safe and productive learning environment is paramount at all sites. As such, any matters of concern should be brought to the site administrator.

## **SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against or harassment of any student on the basis of sex. The Colcord Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
  - c. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

For this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. The use of e-mail, the internet, or technology may constitute sexual harassment as much as the use of in-person, postal mail, handwritten, or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

## 2. Specific Prohibitions

### A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The "off-duty" conducts of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of maturity (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in the suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

### 4. Reporting Allegations of Sexual Harassment.

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (the alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

### 5. Grievance Procedure.

- A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
- B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
- C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
- D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

- E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
- F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
- G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility.
- H. Privileged Information. The school district will not require, allow, or use evidence or questions that constitute or seek legally privileged information unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

- A. Notice of the grievance process, including any informal resolution process;
- B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
- C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
- E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, a notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant nor the respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose, and location of any investigation interview, hearing, or another meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided before the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider before completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX Coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants to be asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decisionmaker, who is not the Title IX Coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and a permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator, or decision-maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision-maker who is not the Title IX coordinator, the investigator, or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and non-appealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX Coordinators, investigators, and decision-makers on the district website at [www.colcordschools.com](http://www.colcordschools.com). These materials will also be available to the public.

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person to interfere with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Sharing a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

## **\* Policies of Middle School/High School Only \***

### **Graduation Requirements**

The “college preparatory/work ready curriculum” will include the following:

- 4 units of English to include Grammar, Composition, Literature, or an English course approved for college admission requirements;
- 3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;
- 3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements
- 3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;
- 2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
- 1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements; and
- 1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

To graduate from the district with a standard diploma, students shall complete the following **core curriculum** units at the secondary level:

#### **Language Arts**

4 units or sets of competencies

1 unit of Grammar and Composition and

3 units which may include:

American Literature

English Literature

World Literature

Advanced English Courses

Other English courses with content and/or rigor equal to or above grammar and composition

#### **Mathematics**

3 units or sets of competencies

1 unit of Algebra I <sup>1</sup>and

2 units which may include:

Algebra II

Geometry <sup>1</sup>

Trigonometry

Math Analysis or Pre-calculus

Statistics and/or Probability

Calculus

Computer Science I and II

Intermediate Algebra

Mathematics of Finance

Contextual mathematics courses that enhance technology preparation whether taught at a

(1) comprehensive high school, or

(2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when

taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education. Other mathematics courses with content and/or rigor equal to or above Algebra I.

### **Social Studies**

3 units or sets of competencies

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History

½ unit to 1 unit which may include:

World History

Geography

Economics

Anthropology

Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

### **Science**

3 units or sets of competencies

1 unit of Biology I <sup>2</sup>

1 unit of Physical Science and

1 unit which may include:

Chemistry I

Physics

Biology II

Chemistry II

Physical Science

Earth Science

Botany

Zoology

Physiology

Astronomy

Applied Biology/Chemistry

Applied Physics

Principles of Technology

Qualified agricultural education courses

Contextual science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education.

Other science courses with content and/or rigor equal to or above Biology I

### **The Arts**

1 unit or set of competencies

### **Electives**

10 units or sets of competencies

## **Homecoming Policy**

The cost of flowers, crown, and other decorations is limited to \$300.

The organization of homecoming activities is the responsibility of the designee of the administration.

If there is a homecoming dance, it will be for grades 9-12.

**Homecoming will be held during football season.**

The **Homecoming King Candidates** shall be senior members in good standing with one of the following organizations: football, boys basketball, baseball, boys track and field, choir, BPA, FFA, FCCLA, band, and academic team.

- nominees shall be chosen by the organization members and/or sponsors of the organization
- no person(s) shall be nominated by two different groups
- nominees shall not be disallowed by 5 or more members of the high school faculty (may take into account the spring semester of the previous year). Faculty will be encouraged to consider character and integrity.
- nominees shall be be voted on by the 9th 10th, 11th and 12th grade members of the Colcord student body
- if the above mentioned teams/clubs/organizations do not have a member that is a senior boy, no candidate will be named.

The **Homecoming Queen Candidates** shall be senior members in good standing of one of the following organizations: cheer, girls basketball, softball, girls track and field, choir, BPA, FFA, FCCLA, band, and academic team.

- nominees shall be chosen by the organization members and/or sponsors of the organization
- no person(s) shall be nominated by two different groups
- shall not be disallowed by 5 or more members of the high school faculty to be eligible. Faculty may take into account the spring semester of the previous year and will be encouraged to consider character and integrity.
- nominees shall be be voted on by the 9th 10th, 11th and 12th grade members of the Colcord student body
- if the above mentioned teams/clubs/organizations do not have a member that is a senior girl, no candidate will be named.

There shall be up to 10 candidates for queen and king. Queen candidates will be escorted by King candidates as follows:

- Cheer/Football
- Girls Basketball/Boys Basketball
- Softball/Baseball
- Girls Track and field/Boys Track and Field
- Choir
- BPA
- FFA
- FCCLA
- Band
- Academic Team

If any of the above organizations do not have a senior nominee the queen or king candidates can have multiple escorts

Voting should occur no less than 2 weeks before the homecoming game. Votes shall be tabulated by at least two members from the following: administrators, cheer/football coaches, high school counselor, or other certified personnel approved by administration.

The name of the queen and king shall not be announced until the evening coronation. The daytime assembly may include, but not be limited to, the introduction of the homecoming royalty.

Each member of the homecoming royalty shall submit a name from a Colcord kindergarten classroom for the honor of crown bearer and flower girl. King candidates shall submit a boy's name and queen candidates shall submit a girl's name. One these names will be randomly drawn from each pool.

## **Student Vehicle Use and Parking**

The Colcord Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking as a matter of privilege, not of right. Students will not park vehicles in the parking lot(s) designated for staff and visitors. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

## Junior/Senior Prom

Members of the Junior and Senior classes are eligible to attend the banquet and invite a date. A date must be a high school freshman or above. Children (anyone younger than 9th grade) are not permitted. Formal or semi-formal dress will be required. To be eligible to attend the prom, students of the junior class must meet all of the class participation requirements in regard to fundraising activities. In the event a student does not participate in fundraising activities, the student will be required to pay a cost deemed appropriate by class sponsors. Cost for a date who is not a member of the junior or senior class to attend the prom is determined each year by class sponsors. Any date who is not a member of the junior or senior class must be signed up and 1) date must be under the age of 21, 2) date must not be a convicted felon, and 3) if date is attending another school, the date is a student in good standing at that school district. Junior sponsors should plan on attending the prom from beginning to end.

## Student Drug Testing Program-Extracurricular Activities

The Colcord Board of Education, to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Colcord Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 8-12.

**All extracurricular activities participants** shall be required to provide a urine sample for drug testing for illegal drugs and/ or performance-enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation. The random test will be conducted biweekly.

**Confidentiality** - If the drug use test for any student has a positive result, the laboratory will contact the principal, coach, athletic director, or designee with the results. Procedures for maintaining confidentiality will be practiced. The principal, coach, athletic director, or designee will contact the student, the head coach/ sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be allowed to submit additional information to the principal, coach, athletic director, or the lab. Under no circumstance will results from a drug test under this policy be turned over to any law officer or agency.

*For more information on this policy, please refer to the Complete Policy Manual on the school's website or contact the school.*

## Student Eligibility - Extracurricular Activities

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. 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.

A student who has lost eligibility under this provision must be passing all subjects to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday). OSSAA Rule 2: A student who has not attended classes ninety percent of the time for the semester in a school district becomes ineligible.

## Letter Jackets

Letter jackets are ordered during the student's sophomore year. Letter jackets are to be in school colors (blue and white). Colcord Public Schools will pay \$25 per year lettered toward the purchase of a letter jacket during a student's senior year. Students must show proof of purchase of their letter jacket to be reimbursed. Coaches are responsible for submitting a list verifying each year lettered to the activity fund coordinator.

### \* Policies for Seniors Only \*

## Graduation/Promotion Dress

All students participating in these formal ceremonies will wear a cap and gown. The males are required to wear full-length pants under the gowns. Students who are found to violate the student dress code shall be required to immediately correct the problem. Students who violate the dress code may be subject to disciplinary action.

## **Valedictorian/Salutatorian Policy**

The Valedictorian and Salutatorian of each graduating class will be determined as soon as semester grades are official and incomplete grades are finalized, following the completion of the first semester of the student's senior year. The selection will be based upon the following:

1. The Valedictorian and Salutatorian must be students enrolled in the 12<sup>th</sup> grade and who will graduate with their cohort class.
2. The student(s) must have attended Colcord High School for at least four consecutive semesters immediately preceding the determination of the class Valedictorian and Salutatorian. Therefore, any student who transfers into Colcord High School after the first semester of the sophomore year will not be eligible to be Valedictorian or Salutatorian.
3. Only (AP) Advanced Placement and Honors courses, while a student is attending Colcord School, can be used as weighted courses to determine grade point averages.
4. Valedictorian and Salutatorian will be declared based upon the highest and next highest percentage cumulative grade point average respectively, rounded to the third decimal point.
5. In the case of a numerical tie, more than one Valedictorian shall be declared. The student(s) with the next highest point total shall then be selected as Salutatorian(s). In case of a numerical tie for Salutatorian, more than one Salutatorian shall be declared.
6. Valedictorians shall have a class ranking of 1 and Salutatorians shall have a class ranking of 2.
7. A candidate for Valedictorian or Salutatorian must be a full-time student enrolled in a minimum of 3.5 credits per semester.
8. Students with equal average cumulative grade points will be declared Co-Valedictorians and/or Co-Salutatorians.
9. The selected Valedictorian and Salutatorian must not have a record or more than one principal suspension throughout their high school career nor have a record of superintendent suspension at any time.

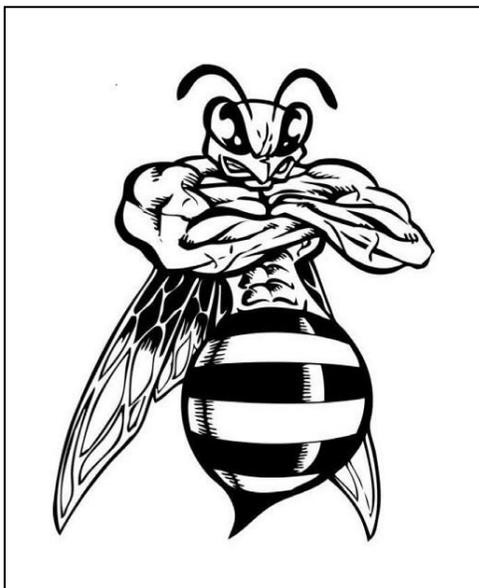
## **Senior Trip**

The Colcord Public Schools currently allows graduating seniors the privilege of raising funds for and participating in a senior class trip. The following policy will govern eligibility for and regulation of senior trip activities:

1. The senior class sponsors must submit to the school board a list of possible senior trip options. The school board will provide the final approval of the trip from the submitted list.
2. Only those students who begin a school year classified as seniors may participate in senior class trip activities.
3. Students that move into Colcord during their senior year and want to go on the trip must reimburse the class the full amount owed up to the time the student begins participation.
4. All trip participants must complete all graduation requirements and financial obligations to the senior class and Colcord Public Schools before going on the senior class trip.
5. All class members are expected to participate in fundraising projects. The extent of participation shall be determined by the senior class sponsor.
6. Disciplinary situations that involve individual students that occur during the school year may result in exclusion from the senior class trip. Such exclusion may be made on the recommendation of the high school principal.
7. Senior class sponsors are ultimately responsible for planning and arranging the senior class trip. A completed agenda of planned activities must be presented to the board of education for approval.
8. Trips planned will be limited to adjoining states.
9. All fundraising activities must be approved by the school board.
10. All school rules and policies regarding student conduct shall be in effect during the senior class trip.
11. The school will not assume responsibility for a student who becomes involved with the law or in the case of property destruction, parents will be notified.
12. Luggage will be subject to inspection at the discretion of the sponsors.

## Grades 6-8 Bell Schedule

1 <sup>st</sup> hour	08:15-09:03
2 <sup>nd</sup> hour	09:07-9:52
3 <sup>rd</sup> hour	9:56-10:41
Leadership	10:45-11:25
Lunch	11:29-11:54
4 <sup>th</sup> hour	11:58-12:43
5 <sup>th</sup> hour	12:47-01:32
6 <sup>th</sup> hour	01:36-02:21
7 <sup>th</sup> hour	02:25-03:10



## High School Bell Schedule

1 <sup>st</sup> hour	07:55-08:43
Breakfast	08:43-09:03
2 <sup>nd</sup> hour	09:07-9:52
3 <sup>rd</sup> hour	9:56-10:41
4 <sup>th</sup> hour	10:45-11:30
Leadership	11:34-12:14
Lunch	12:18-12:43
5 <sup>th</sup> hour	12:47-01:32
6 <sup>th</sup> hour	01:36-02:21
7 <sup>th</sup> hour	02:25-03:10

**This handbook is not a complete listing of all the rules and policies of Colcord Public Schools. For information on the following policies and many more, please refer to the Complete Policy Manual located on the school website at [www.colcordschools.com](http://www.colcordschools.com).**

- Bullying Prevention
- Gifted/Talented
- Internet-Based Instruction
- Proficiency-Based Promotion
- Reading Sufficiency
- Hazing
- Weapons-free School
- Grievance procedures for complaints alleging discrimination, including sexual harassment can be found at [www.colcordschools.com](http://www.colcordschools.com) under board policies; Policy DAA-P.

**The school may also be contacted for information regarding any school policy.**

# Colcord Public Schools



## District Device User Agreement

### **Purpose:**

In order to meet the educational needs of our students, Colcord Public Schools will provide students with access to devices and connectivity. Middle and high school students in grades 6-12 will be assigned a Chromebook and charger each year. Elementary students in grades PK-5 will receive access to Chromebooks through their classroom teacher. *Chromebooks and chargers will only be sent home with elementary students as necessary.* Any student/family of students that do not have home internet connectivity will also be assigned a mobile hotspot. The main intent and purpose of providing school-issued devices are to continue the educational process and experience throughout the school year. These school-issued devices are to serve as tools to help students complete the required coursework throughout the school year. All school-issued devices are to be used for educational purposes only. Devices are expected to be returned to the district undamaged and in good working order at the end of the school year. Failure to return any device in undamaged and in good working order at the end of the school year will result in financial restitution by the student and/or parents/guardians. In order to promote proper care, devices will follow each student through the following grade bands: 6-8, 9-12.

### **Terms of Agreement:**

Each school-issued device comes with an increased level of responsibility. While devices are the property of Colcord Public Schools, it is the responsibility of the student and parents/guardians to ensure each device is properly cared for, undamaged, and remains in good working order. In addition, it is important that each student practices good digital citizenship and makes responsible choices when using each device. By signing this agreement, both the student and parents/guardians agree to abide by the following terms:

- Any use of devices must be in full compliance with the Colcord Public Schools Code of Student Conduct and Internet agreement.
- The use of devices is a privilege and with that privilege, all users have no expectation of privacy. Devices will be monitored by the Colcord Public Schools staff and technology director.
- The Colcord Public Schools technology director has the ability to remotely manage the device and may find it necessary to track, lock, and/or wipe the device for security reasons.
- Colcord Public Schools reserves the right to inspect the content of any device at any time. Devices are the property of Colcord Public Schools.
- The student and/or parents/guardians are not to delete or remove any apps or profiles assigned by Colcord Public Schools.
- The student and/or parent/guardian will not trade devices or chargers with other students.
- The student and/or parent/guardian will not sell, pawn, or intentionally damage devices or chargers.
- The student and/or parent/guardian will not personalize the device, charger, and/or case with stickers, labels, markers, etc. unless advised by their teacher for district purposes.
- Any unintentionally damaged, lost, or stolen device is to be reported to the principal within one school day.
- The student and/or parent/guardian is responsible for returning all devices and chargers in undamaged and in good working order to the district at the end of the school year. Failure to do so will result in paying financial restitution to the district by the student and/or parents/guardians. Please be aware that students will not be issued another device or awarded a diploma until all financial restitution has been reconciled.
- Once a student is no longer attending Colcord Public Schools, the device(s) must be immediately returned to the district. Any device(s) not returned to the district will be considered stolen property.

### **Repair/Replacement:**

If a device is unintentionally damaged, lost, or stolen, a report must be filed with the building principal within one school day.

- The student and/or parent/guardian may pay a yearly device user fee to avoid paying financial restitution to the district if a device is stolen, lost, or unintentionally damaged. The yearly device fee is \$25 per device to be paid to Colcord Public Schools. This fee is nonrefundable. Students are only allowed one incident throughout the entire school year. After one incident, the student and/or parent/guardian is responsible for paying financial restitution to the district so the district can repair or replace the device.
- The yearly device user fee does not cover intentional damage. Any intentional damage to a device will require a student and/or parent/guardian to pay financial restitution to the district.
- A student will not be denied access to a device for failure to pay the yearly user fee. However, failure to pay the yearly user fee will result in the student and/or parent/guardian paying financial restitution to the district if a device is stolen, lost, or unintentionally damaged.

- In case of theft, a police report must be filed prior to a new device being issued. Documentation of the police report must be submitted to the building principal.
- At the end of the school year, the student and/or parent/guardian is responsible for returning all devices and chargers in undamaged and in good working order to the district. Failure to do so will result in financial paying restitution to the district by the student and/or parents/guardians. Please be aware that students will not be issued another device or awarded a diploma until all financial restitution has been reconciled.
- Once a student is no longer attending Colcord Public Schools, the device(s) must be immediately returned to the district. Any device(s) not returned to the district will be considered stolen property.

**Student Responsibility/Discipline:**

Each student in grades 6-12 will be required to bring their school-issued Chromebook and charger to school each school day. Failure to do so will result in the following disciplinary procedure:

- Students that report to school without their school-issued Chromebook will report to In-School Suspension (ISS) for the entirety of the school day. A device will be provided while serving the day in ISS and will be checked back in at the end of the day.
- After the third consecutive day of reporting to school without their school-issued Chromebook, students will be subject to additional disciplinary action, such as corporal punishment, community service, and/or appropriate loss of other privileges. Additional disciplinary action will be at the discretion of the building principal.
- Students that habitually report to school without their school-issued Chromebook will be subject to additional disciplinary action, such as corporal punishment, community service, and/or appropriate loss of other privileges. Additional disciplinary action will be at the discretion of the building principal.

**Repossession:**

Non-compliance with this user agreement will result in repossession of devices. This could involve district personnel, such as the School Resource Officer, coming to your place of residence, and collecting devices. Failure to return devices at the end of the school year will be considered non-compliance with this user agreement. The student and/or parent/guardian is responsible for paying financial restitution to the district so the district can replace the unreturned devices.

**Acknowledgement & Agreement:**

I hereby agree to the Colcord Public Schools District Device User Agreement and assume all responsibilities (financial and otherwise) associated with the device(s), as stated in the agreement.

\_\_\_\_\_  
Student Name (Print) Student Signature

\_\_\_\_\_  
Parent/Guardian Name (Print) Parent/Guardian Signature

\_\_\_\_\_  
Date

***Return this form with the \$25 yearly user fee enclosed to the student's office. Checks are to be made payable to Colcord Public Schools.***

**For Colcord Public School Use Only**

\$25 Yearly Device User Fee Paid

Yearly Device User Fee NOT Paid

**Contact Information**

Colcord Public Schools - (918) 326-4116

Superintendent, Bud C. Simmons - [bsimmons@colcordschools.com](mailto:bsimmons@colcordschools.com)

Human Resource / Treasurer, Paula Harrington - [suzy@colcordschools.com](mailto:suzy@colcordschools.com)

Federal Programs Director/Virtual Admin., Remington Rogers - [rrogers@colcordschools.com](mailto:rrogers@colcordschools.com)

Director of Special Services, Rebecca Farris - [bfarris@colcordschools.com](mailto:bfarris@colcordschools.com)

Colcord High School - (918) 326-4117

Principal, Sandra Shackelford - [sshackelford@colcordschools.com](mailto:sshackelford@colcordschools.com)

Colcord Alternative Academy - (918) 326-4116

Director/Teacher, Shawnda Bengé [slarmon@colcordschools.com](mailto:slarmon@colcordschools.com)

Colcord Middle School - (918) 326-4852

Principal/AD, Terrill Denny - [terrilldenny@colcordschools.com](mailto:terrilldenny@colcordschools.com)

Colcord Elementary School - (918) 326-4107

Principal, Misty Winfield - [mwinfield@colcordschools.com](mailto:mwinfield@colcordschools.com)

Information Technology - (918) 326-4116

IT Director, Jeremy Shelley - [jshelley@colcordschools.com](mailto:jshelley@colcordschools.com)

School Resource Officer - (918) 326-4116 SRO, Whitney Reynolds - [wreynolds@colcordschools.com](mailto:wreynolds@colcordschools.com)