MISSION STATEMENT

We will ensure all students reach their potential.

STUDENT HONOR CODE

I have a choice in everything I do, and I have a responsibility for the choices that I make. As a Clinton Middle School student I have the following responsibilities and expectations:

- I will work to keep myself and others SAFE at all times.
- I will be prepared for LEARNING at all times.
- I will create and maintain great RELATIONSHIPS at all times.

This handbook belongs to:_______________________________________________________

Name .................................................................................................................
Address .............................................................................................................
Phone ............................................................................................................... 
Student # ...........................................................................................................
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Clinton Schools Return to Learn 20-21

*This link provides information regarding COVID 19 and school procedures for the 2020-2021 school year.
Dear Student:

The Clinton Middle School staff and faculty would like to welcome you to a new school year. CMS is a great school where you will have many opportunities to pursue your goals. We are excited to have you as a student and are here to assist you. We would also like to remind you that your parents/guardians also play a critical role in your eventual success. We encourage you to invite them to become involved in all aspects of your school life. This handbook is provided to clarify rules, regulations, and expectations, and to help you organize your daily routine. Review this handbook with your parents. Have an enjoyable year and always remember, It's not easy being a Champion, but someone has got to do it! Go Reds!

Kyle Hilterbran, Principal
Clinton Middle School

2020 – 2021 SCHOOL CALENDAR

August 20 – FIRST DAY OF SCHOOL
August 31 - Virtual Learning Day #1
September 7 – Labor Day/No School
September 28 - Virtual Learning Day #2
October 15-16  – Fall Break (No School)
October 30 - Virtual Learning Day #3
November 13 - Virtual Learning Day #4
November 23-27 – Thanksgiving Break
December 7 - Virtual Learning Day #5
December 18 – Professional Day (No School)
December 21 – January 1 - Christmas Break
January 4 - Professional Day (No School)
January 5 - Begin Second Semester
January 18 – Martin Luther King Day (No School)
February 1 - Virtual Learning Day #6
February 15 - No School in Lieu of PTC
March 1 - Virtual Learning Day #7
March 15-20 – Spring Break
April 2– No School
April 23 - Virtual Learning Day #8
May 20 - LAST DAY OF SCHOOL

2020-2021 CMS Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td>1st Period</td>
<td>8:00 – 8:45</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:49 – 9:50</td>
</tr>
<tr>
<td>1st Breakfast</td>
<td>8:49 – 9:04</td>
</tr>
<tr>
<td>Class 1</td>
<td>8:49 – 9:35</td>
</tr>
<tr>
<td>2nd Breakfast</td>
<td>9:35 – 9:50</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:54 – 10:39</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:43 – 11:28</td>
</tr>
<tr>
<td>5th Period</td>
<td>11:32 – 12:17</td>
</tr>
<tr>
<td>6th Period</td>
<td>12:21 – 1:37</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>12:21 – 1:07</td>
</tr>
<tr>
<td>Class 2</td>
<td>12:21 – 12:51</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>12:41 – 1:11</td>
</tr>
<tr>
<td>Class 3</td>
<td>12:21 – 12:41</td>
</tr>
<tr>
<td>3rd Lunch</td>
<td>1:07 – 1:37</td>
</tr>
<tr>
<td>Class 4</td>
<td>12:21 – 12:41</td>
</tr>
<tr>
<td>7th Period</td>
<td>1:41 – 2:26</td>
</tr>
<tr>
<td>8th Period</td>
<td>2:30 – 3:15</td>
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**CLINTON MIDDLE SCHOOL HERITAGE**

Colors: Maroon & White  
Mascot: Whirlwind

**NON-DISCRIMINATION STATEMENT** – Clinton Public Schools shall provide equal educational opportunity and equal employment to every person regardless of race, color, age, sex, religion, national origin, or disability.

**VISITORS** - Parents or guardians are welcome and encouraged to visit any time. Visitors must sign in at the office upon arrival. Each teacher has a 45-minute planning period for parent conferences. Visitors may be denied permission to visit school property for specific reasons determined by the principal.

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**LEARNING COMPACT**

**Parent / Guardian Agreement**

I will:
- see that my child is on time and attends school regularly
- support the school in its efforts to maintain proper discipline
- establish a quiet time and place for homework
- encourage my child to finish and turn in assignments on time
- attend all school activities and volunteer whenever possible
- read with my child and let my child see me read
- promote positive use of free time
- ask the teacher for help when there is a problem or something I don't understand

**Student Agreement**

I will:
- attend school regularly and be on time even if I must wake up earlier than I want to
- come to school ready to learn
- come to school each day with pens, pencils, paper and other necessary tools for learning
- complete and return homework assignments on time
- follow all school rules
- Always treat teachers and other students politely and not hurt others by things I do or say.

**School Agreement**

We will:
- provide high quality instruction and curriculum
- communicate with parents through conferences and reports home
- encourage observation and volunteerism by parents
- provide a safe, well-furnished environment for learning and growing
- encourage students to achieve their full potential
- treat all students with respect

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**ATTENDANCE POLICY**

Regular and punctual attendance is a must if a student expects to succeed. In cases of excessive absences, the school will pursue the legal obligation of the guardian to compel the student to attend school as required by State Statute 10-105. - Neglect or Refusal to Compel Child to Attend School. A copy of this statute is available in the principal’s office for any parent or guardian. The school will notify the parent/guardian through mail, phone call or personal contact if their child is absent excessively. If a student obtains four unexcused absences in a four week period or ten days (Unexcused AND Excused) in a semester, they may be referred to truancy court. Clinton Board of Education policy and procedures states that any student must be in attendance a minimum or 80% (unexcused and excused both apply) of the time each semester to receive credit for any course in which the student was enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

**PROCEDURES FOR ABSENCES AND MAKING UP WORK** - When a student is absent from school for ANY reason the parent/guardian must notify the school. After the parent notifies the school, the school administrator will determine if the absence is excused or unexcused. If a student goes to a doctor during school hours; certification must be brought to the office within three school days. Parents/guardians may request their doctor fax a medical certification to their child’s school. – Clinton Middle School 580-323-3896. Any student who misses work because of an absence is responsible for contacting his/her teachers to work out a plan to complete missed assignments.  If a student is absent for two or more days, parents may contact the office to request the student's
homework assignments. Time given for missed work should correspond to the time of absence (i.e. if the student is absent 2 days, then the student has 2 days to make up the work missed and turn it into the teacher). Missed assignments must be completed and turned in or a zero may be assigned.

**EXCUSED ABSENCES** - Absences which are unavoidable: illness with a medical note or death in the family.

**UNEXCUSED** - All other absences

**TARDY** - Students will be considered tardy if they are not inside the classroom when the class is scheduled to begin. Being more than 15 minutes tardy will constitute an absence in that class. Excessive tardiness will result in penalties similar to those for truancy.

**ACTIVITY ABSENCES** - Those absences when the student misses class/school due to other authorized school sponsored activities. When at all possible, the student should ask the teacher for the assignment before leaving on the activity. Work should be completed and turned in upon the student's return to class. Any exceptions must be approved by the teacher. The student must also qualify for the outside activity in accordance with the Oklahoma Secondary School Activities Association's rules and regulations regarding eligibility.

**10 DAY ACTIVITY RULE** – The student's first obligation should be to his/her academics and they should maintain good attendance in those programs. The limitation by the State Board of Education of 10 days of activity absences should be considered when enrollment or participation is considered. Students should attempt a program of study which will afford them maximum educational opportunities and experiences for a successful year. The Clinton Board of Education recognizes the educational merits of the activity program and hopes that the restrictions placed on activities will not adversely affect any individual or program.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom will be 10 days for any 1 class period of each school year. Regional, state and district contests do not count against the 10 days. Any exceptions to the rule must be approved by the attendance committee. The CMS Attendance Committee will consist of a principal/administrator, teacher, athletic director, parent, and sponsor/coach.

**WITHDRAWAL FROM SCHOOL** - Students withdrawing from school should notify the office and their teachers twenty-four (24) hours in advance (this requirement may be waived by the principal in special circumstances). The student should then obtain a "withdrawal sheet" from the office and have the "withdrawal sheet" signed by each teacher, coach, librarian, band, music, and lunch person, as applicable. All fees and fines must be paid, textbooks and library books checked in, and school equipment returned. The principal will sign the "withdrawal sheet" prior to the student's dismissal.

**ACADEMIC INFORMATION**

**ACADEMIC REQUIREMENTS**

Seventh Grade  English, Mathematics, Geography, Science, and 3 Electives.
Eighth Grade  English, Pre-Algebra, American History, Science, and 3 Electives.

**GRADING SYSTEM**

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

**GRADE REPORTS** - Grades can be found on the Infinite Campus Parent Portal. Semester grades are the only grades placed on a student's transcript.

**POLICY FOR CLASS RANKING** – The procedure for class ranking is as follows:

A. Compute grade point on a 4.0 scale.

**HONOR ROLL SELECTION**

Whirlwind Honor Roll - To be eligible for this honor a student must;

1. Maintain a 3.5 cumulative grade point.

Principal's Honor Roll – To be eligible for this honor a student must;

1. Maintain a 4.0 cumulative grade point.
TOP 10% - Class ranking will be figured on consecutive semesters of work beginning with the first semester of grade 7 and ending with the first semester of grade 8.

GRADE POINT AVERAGE (GPA) - A student’s GPA is figured on a 4.0 scale.

WEEKLY ELIGIBILITY FOR ACTIVITIES - The Oklahoma Secondary Schools Activities Association determines eligibility requirements for activities. Student eligibility will be checked on a weekly basis. A list of students' names who have cumulative semester grades of F will be turned into the office each Friday morning. Students who are on this list with an F in any subject will receive one week probation; however, if the next week, they are on the ineligibility list with an F in any other class, they will not be allowed to participate in any activities during the following week. A period of ineligibility is from Monday through Sunday. Students may not participate in any activity extending beyond the class period until they are passing all classes at the end of the week. The eligibility is cumulative for the semester. If at the end of the semester the student is failing more than two (2) subjects, he/she is ineligible to participate for the first six weeks of the next semester. The student must have 80% attendance. The student must be in school the day of the contest or event for which he/she is eligible. Coaches/Sponsors will check eligibility each week for ineligible participants.

STUDENT CONDUCT

The Clinton Board of Education and the Superintendent of Schools may establish written policies, rules and regulations of general application governing student conduct in all buildings. In addition, each principal, within their building, may establish certain written rules and regulations consistent with those established by the Board of Education and the Superintendent. The administration of Clinton Middle School is appreciative of the cooperation of the students. It is important that our school learning atmosphere includes maintenance of order, which permits cooperative students to pursue their education free from disruptions or distractions. The maintenance of order necessitates regulations relating to school discipline. Any conduct which causes or which creates a reasonable likelihood that it will interfere with the health, safety, well being, or the rights of other students or school personnel is prohibited. The preceding statement is a general standard that should be used as a guide by all students. Not all acts of misconduct can be listed, but the following is an itemized list of some of the major areas of conduct, which may lead to disciplinary action. Disciplinary action will be taken by the school, regardless of whether charges result, if misconduct occurs in the school building, on school property, on school buses, or at school sponsored activities for any one of the following reasons.

The following list represents some of the major areas of conduct that may lead to disciplinary action.

1. Violation of state, local or school regulations.
2. Disrespect, disobedience and insubordination.
3. Possession, use, sale or distribution of beer, alcoholic beverages, controlled drug substances, drug paraphernalia, or other habit-forming narcotics.
4. Appearance in violation of health or safety standards.
5. Threat, interference, intimidation, harassment, or bullying of students or employees.
6. Inappropriate dress.
7. Violation of compulsory school laws.
8. Assault, physical and/or verbal, upon another student or person.
10. Profanity or obscenities.
11. Indecency.
12. Forgery.
14. Trespassing.
15. Extortion.
16. Arson.
17. Vandalism/Defacing of property.
18. Bomb threats or false alarms.
19. Truancy.
20. Excessive tardies.
21. Theft or possession of stolen property.
22. Possession, threat, or use of a dangerous weapon or other item with the potential to cause harm as defined by State Statute.
23. Individual or group violence.
24. Fireworks at school or school sponsored activities.
25. Use and/or possession of any tobacco product.
26. Littering.
27. Illegal distribution of matter or literature on school property.
29. Violation of bus riding rules and regulations.
30. Disruptive acts at end of school term.
31. Sexual harassment.
32. Cheating.
33. Use of electronic games, cell phones, cameras, lasers and/or other electronic device.
34. Hazing.
35. Conduct which disrupts the operation of school.
36. Violation of written school rules, regulations or policies.
37. Failure to attend an assigned detention class without prior approval.
38. Fighting.
39. Unauthorized departure from campus and/or class or unaccounted for time.
40. Failure to attend assigned class, while on campus, without prior office approval.
41. Unauthorized entry to building and/or campus.
42. Activities which occur off school property, but which have a negative impact on the school.
43. Failure to sign out in the attendance office when leaving school.
44. Violation of school rules and regulations concerning the Internet.
45. Gang related activity or action.
46. Sharpie pens are not allowed at Clinton Middle School. These pens will be confiscated by administration.

Administrator’s response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all responses should be based on careful assessment of the circumstances surrounding each infraction (i.e., the student’s attitude, the seriousness of the offense and its potential effect on other students). The principal of the school has authority to create additional suspendable offenses as long as those additional grounds for suspension are contained in the school’s rules and notice of these rules are given to all students in the school. The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in Clinton Public Schools. The hallmark of the exercise of disciplinary authority shall be fairness. Every effort shall be made by the administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parent or guardian. An important part of the student’s education is the right to make decisions and the responsibility to accept the results of these choices. Students are subject to discipline for conduct while traveling to and from school, at school sponsored events, and off campus during regular school hours, whenever such conduct has a direct effect on the discipline or general welfare of the school. When problems violate state law, school officials may need to notify the appropriate authorities. Disciplinary actions, which may occur because of problem behavior, include the following:

**DETENTION** - The administration reserves the right to conduct a before-school, lunch, and after-school detention period for students. Students may be assigned to this detention period for disciplinary actions or attendance problems. Students must provide their own rides home after detention. Detention times will be worked out between the administrator, student and parent. Teachers requiring students to stay after school will also follow the above policy and parents should be contacted prior to the assignment of discipline by the teacher. Students who fail to attend an assigned detention can be subject to more detention and/or suspension. A type of discipline action used for minor infractions of school rules and procedures is detention. The following guidelines are used for students assigned to detention.

A. Class meets on assigned dates in the assigned classroom.
B. Be on time, and bring ample work. You are responsible for bringing a pencil, paper, and books.
C. There will be no sleeping, talking, note writing, reading magazines, or other disruptions without supervisor’s permission.
D. Being tardy is considered missing detention and may result in being assigned another detention.
E. If the student is unable to attend on the assigned date the absence must be approved by the administrator before the detention class begins.
F. Failure to attend on the assigned date, if the student attends school that day, may result in further disciplinary action.
G. Any disorder, which causes the student to be sent out of detention, may result in a suspension of three (3) days.
H. If school is closed due to inclement weather, detention is also cancelled for that date and will be rescheduled.
I. Missing three (3) detentions, including absences, tardy and/or reschedules may result in in-school detention or suspension.
J. Students will not be allowed to eat candy, chew gum or drink sodas in the detention room.
K. Exceptions to the above rules will be at the principal’s discretion.
IN-SCHOOL DETENTION (ISD) - The purpose of the In-School Detention Program is to provide students with a program of in-school alternative education that will serve to modify deviant student behavior and prevent short-term out-of-school suspensions. The principal or other administrator will make assignments to ISD. The classroom teachers will prepare assignments for each student and will grade these assignments upon their return. Each student will receive credit for work completed during this time. Continuous or serious behavior or attendance problems in ISD program may result in an emergency suspension. Students may be required to complete all accumulated ISD time before re-entering CMS regular classes. In-School Detention is considered a placement and may not be appealed to the Board of Education.

EMUERGENCY SUSPENSION - This will consist of an exclusion of a student from school and school activities for a period of up to three school days. In these cases a conference between the administrator, student, parent and other appropriate persons will be conducted. Assignments will be collected for the student and a parent or guardian must come to school to receive them. Full credit will be given for all completed work. Work is due according to the CMS make up policy.

SUSPENSION - Students may be suspended by the Board of Education, the superintendent, school principal, or their administrative designate. Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of the suspension, specification of charges and an opportunity to present his/her view of the alleged misconduct. In all cases, an administrator will notify the legal guardian by letter and, when possible, by telephone. Students’ due process will be followed, and the Board of Education will have the right of final review of the suspension action. If an emergency situation exists related to health or safety, the appeal process may not begin until after the informal conference. Students will be allowed to complete missed work for full credit under guidelines for absences. Students are not allowed to attend any school activities or be on any school grounds during the out-of-school suspensions. If a suspension is to be appealed, the Principal should be notified in writing of the intent to appeal within two days of receipt of the suspension letter.

LONG-TERM SUSPENSION - This will consist of an exclusion of a student from school and school activities for up to the current and next semester. A conference between the administrator, student and other appropriate persons will be conducted. The legal guardian has the opportunity to respond to the charges and may request a conference with appropriate school authorities. In special cases, as determined to be necessary by the administrator ordering the suspension, a long suspension may be continued pending the occurrence of some special action (i.e. physical or psychological examination, incarceration by court action or by the Board of Education regarding suspension). The legal guardian or parent may appeal the suspension to the superintendent by notifying the principal in writing within two school days of the receipt of the suspension letter. All students will be given an education plan for full credit in all classes.

OTHER DISCIPLINARY ACTION – A school official may assign other disciplinary action that is deemed appropriate under the circumstances of each individual case. The student and guardian will be notified of the action discussed. Examples might include: financial restitution, work restitution, involvement of law enforcement agencies, referral to social agencies, etc.

SEARCH AND SEIZURE - Search of the student’s person or possessions will be limited to the situation where there is reason to believe that a student is hiding evidence of an illegal act or a school violation.

CONFISCATED ITEMS - Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or disciplinary action. Contraband or unlawful items, the possession of which violate the Guideline for Student Behavior, School District Policy, state laws, and/or federal laws shall not be returned to the student or to any representative of the student. Such items shall be turned over to law enforcement officials or, if not desired by such law enforcement official, shall be destroyed by the school. Other items left unclaimed after an investigation or disciplinary action will be disposed of by the school.

POLICE INVOLVEMENT – School officials have the option to notify police authorities, and in cases of major violations, may press charges. If the police are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school. School officials, guided by district procedures, will cooperate with police authorities during investigations.
DRESS CODE - How students dress affects their behavior. Appropriate school dress is the responsibility of every student and parent. A school is a place for learning. Clothing standards for all students are:

1. The clothing promotes cleanliness.
2. The clothing promotes modesty, modesty will be defined at Clinton Middle School as the following dress requirements:
   a. Shorts, skirts may be no shorter than the length of a dollar bill from the knee.
   b. Running shorts are not allowed at school.
   c. Tops’ shoulder width must be as wide as the width of a dollar bill (no off the shoulder shirts, tank tops, spaghetti straps, or shirts which do not cover the shoulder blade on the back will be allowed).
   d. Cleavage is not appropriate at school.
   e. Shirts must meet the waist of the pants.
   f. Pants must be worn at the waist of the pants (i.e., sagging is not permitted).
   g. No house shoes or pajama pants allowed unless it is a designated spirit day. Spirit day clothing must meet all other dress requirements. No blankets.
3. The clothing is not disruptive to the learning process at Clinton Middle School.
4. Clothing may not promote illegal substances, vulgarity, cults, Satanism, or other inappropriate imprints including the Confederate flag.
5. “Gang” related clothing is not permitted at Clinton Middle School or school events. This includes but is not limited to bandanas, bands, colors, or gang paraphernalia.
6. Caps, hats, beanies, and gloves are not allowed to be worn in the building. Hoods are also not allowed to be worn in the building. Hoods may be worn outside the building on school grounds in inclement weather. These items may be confiscated and held until the end of the school year.
*Students in violation of any of the above dress code guidelines may be sent home to change and charged with an unexcused absence.

ELECTRONIC PAGING DEVICES / CELLULAR PHONES / LASERS, ETC.

Use of a cellular phone by a student after arriving at school and during school hours is prohibited except in the cafeteria or when given permission by school personnel. School personnel shall have the authority to detain and search, upon reasonable suspicion, any student who is in possession of unauthorized electronic equipment. The unauthorized device will be taken from the student’s possession and disciplinary action taken. Lasers are not allowed at school and may also be confiscated. Repeated infractions may result in disciplinary action.

PUBLIC DISPLAY OF AFFECTION (PDA) - Physical contact, other than holding hands, is prohibited on campus or during off-campus activities. Students in violation of this policy will be disciplined.

INTERNET USE - At Clinton Middle School students will be issued an Internet Acceptable Use Policy (A.U.P.) that must be signed by a parent/guardian and returned in order to have use of the Internet.

HARASSMENT – RACIAL, SEXUAL, RELIGIOUS, ETHNIC HARASSMENT AND VIOLENCE POLICY

Threatening behavior is defined as an activity that suggests that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy. Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to appropriate disciplinary action.

HARASSMENT - It is the policy of this school district that harassment of students by other bullying students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, on school transportation, or attending school sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.
Harassment is intimidation by threats of an actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

**SCHOOL SERVICES AND SAFETY DRILLS**

**BUS RULES** - The following rules apply to all students riding school buses operated by the district. These rules were established for the student’s safety. The bus driver is responsible for the enforcement of the regulations.

1. Students being transported are under the authority of the bus driver.
2. Students shall stay in their seats and keep their entire body (i.e., head, hands etc.) inside the bus at all times.
3. Students must have permission from parents and/or school officials to leave the bus other than at the regular stop.
4. Students shall converse in normal tones; profane language is prohibited.
5. Students may not transport animals on buses.
6. No food or drink allowed unless authorized by driver or sponsor.
7. Always wait for the bus to come to a complete stop.
8. Always cross in front of the bus when loading and unloading.
9. Students are expected to ride the activity bus to and from all extracurricular activities unless a written request from the student’s parent/guardian is received by the administration and/or sponsor prior to the bus’s departure for the event. All activity buses are insured and students riding the buses on extra-curricular activity trips are protected in case of injury.
10. Students who refuse to obey may forfeit their privilege to ride the bus. Loss of bus privileges may result from the following infractions:
   
a. Interfering with the safe operation of the bus
b. Fighting
c. Possession of alcohol or drugs
d. Vandalism
e. Creating a fire hazard
f. Throwing hazardous objects in or from the bus
g. Flagrant insubordination/defiance

When misconduct occurs, a report is given to the student and the building administrator. The administrator will then attempt to resolve the problem with the student and/or parents. The parent is expected to assume major responsibility to counsel the students as to acceptable bus behavior. Riding the bus is a student's privilege, not a right; therefore, any student who abuses the privilege will be subject to disciplinary action – including removal from the bus.

**CAFETERIA / LUNCH PROCEDURE** - All students are encouraged to eat lunch at school, preferably the hot lunch prepared in the cafeteria. Lunch may be brought from home. Students are to line up politely for lunch: no running, shoving or cutting in line. Students shall leave the cafeteria when dismissed, placing their trash in the proper containers. Lunches should not be taken from the cafeteria. Students may bring their lunch from home but no homemade food items are to be shared by students. Food should not be delivered to the school by any restaurant. Food delivered to a student for lunch should be by the parent or guardian who should check it through the office. Rules subject to change due to COVID 19.

**FOOD / BEVERAGES AT SCHOOL** - Clinton Middle School observes the requirements for a safe and healthy school. Celebrations must have prior administration approval and any food or beverages brought to school must follow the guidelines below:

1. Food - Only prepared prepackaged food may be served to students.
2. Beverage - Individual containers of beverages can be served to students, such as canned pop, juice boxes, bottled water etc.

**VENDING MACHINES** - Vending machines for water are available throughout the building. Water may be taken to classes under teacher guidelines.
EMERGENCY DRILLS – Fire, tornado, intruder, and lockdown drill instructions will be discussed in every class during the first week of the semester and will be posted in every classroom. Students need to understand and follow these instructions. When the fire signal sounds, students should leave the building or go to the designated area in a quiet, orderly manner. Specific instructions for leaving the building will be given by teachers. Teachers will take roll after exiting the building. Students will stay with their class until instructed to return to the building. For the safety and security of all students, in the event of an actual, large scale, emergency, the administration requests that parents and family not come to school and pick up students.

The following drills will be conducted:
• Two fire drills per semester
• One lockdown drill per semester
• One tornado drill per semester

COUNSELING / GUIDANCE SERVICES

An organized guidance program offers counseling and services to all regularly enrolled students and to their parents within limits of personnel capabilities. The sole purpose of organized services is to assist students with personal, educational, and/or career planning. These services are available through the faculty, counselor, and administration. The following services are available:

Individual Counseling  Group Counseling  Parent Conferences
Consultation          Facilitation          Grade Checks
Enrollment Information  Referral Services  Test Interpretation
Career Development     Academic Planning  Testing

DRUG ABUSE - Student distribution, use or possession or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/inhalants or items that are purported to be unlawful drugs or controlled substances as defined as illegal under the laws of the United States, State of Oklahoma and the City of Clinton are not permitted on any school grounds. Illegal activities, such as possession, possession with intent to distribute, distribution and/or possession of drug paraphernalia, may be reported to the police. When any of the above activities occur during school time, on school premises, or during school sponsored activities, district action will be independent of police or court action and could result in ISD, suspension and/or expulsion and/or recommendations for outside treatment.

School personnel will immediately notify the appropriate administrator when they reasonably believe a student to be under the influence or in possession of any of the following:
1. Alcoholic beverages
2. Marijuana, hashish or any cannabis derivative
3. Amphetamines (speed, white crosses, cocaine, etc.)
4. Phencyclidines (pep, 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 responsibility to learn or participate and could cause damage to the student's health.

Immediately following notification, the administrator will contact the parent or legal guardian. Circumstances may require the assistance of law enforcement agencies.

If drug use and abuse are suspected:
1. The teacher or other staff member will inform the principal immediately.
2. Students that use, possess, are under the influence of, or distribute tobacco, alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants or possess drug paraphernalia during school time, on school premises or during school sponsored activities will be subject to immediate disciplinary actions.

If a student voluntarily admits drug abuse:
1. The first aim of the school will be to help the student. The principal and/or teacher/counselor should inform the student of the procedure, including the discussion with parents and referral to an agency that can give him/her help.
2. The principal and/or counselor will meet with the parents and recommend a proper plan of action.

If a student appears to be under the influence of drugs:
1. The same procedure will be used as when a student shows signs of a serious illness. The principal will be notified immediately. The principal and/or counselor shall take charge. Parents will be called, medical help will be summoned, if necessary, and arrangements made to transfer the student home or to the hospital. The teacher will not confront the student.
2. The principal will arrange for a parent administration conference as soon as possible.

If a student is apprehended dealing, sharing, giving, or selling drugs:
1. The incident will be reported to the principal immediately.
2. The principal will notify the student's parents and the proper law enforcement agency.

3. During the automatic 3 day suspension, there must be a parent and principal conference and a plan of action developed.

If a student is apprehended flaunting the drug culture: (Flaunting will include wearing apparel or jewelry.)

1. The principal will be notified immediately.
2. There will be a principal/student conference.
3. There will be a parent/student/principal conference.

If a student is apprehended having drug paraphernalia in his possession:

1. The principal will be notified immediately.
2. The principal will determine if the paraphernalia will be turned over to the parents or local police department.
3. Automatic 3 (three) day suspension during which there must be a parent and principal conference and a plan of action developed.

SPECIALIZED SERVICES FOR STUDENTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS Hotline</td>
<td>1-800-535-AIDS</td>
</tr>
<tr>
<td>Substance Abuse &amp; Mental Health Assistance</td>
<td>1-800-522-8054</td>
</tr>
<tr>
<td>American Cancer Society Information</td>
<td>1-800-227-3345</td>
</tr>
<tr>
<td>Red Rock West Behavior Services</td>
<td>323-6021</td>
</tr>
<tr>
<td>Oklahoma DHS Abuse Hotline</td>
<td>1-800-522-3511</td>
</tr>
<tr>
<td>Clinton Middle School</td>
<td>323-4228</td>
</tr>
<tr>
<td>Department of Human Services – Integrated Family Services</td>
<td>331-1900 or 1-800-572-6846</td>
</tr>
<tr>
<td>Custer County Health Department</td>
<td>323-2100</td>
</tr>
<tr>
<td>Multi-County Youth Services</td>
<td>323-3322 or 1-888-323-6297</td>
</tr>
<tr>
<td>Runaway Hotline</td>
<td>1-800-766-2929</td>
</tr>
<tr>
<td>SAFE-CALL HELPLINE</td>
<td>1-877-SAFE-CALL</td>
</tr>
<tr>
<td>Graduated Sanctions (JSU)</td>
<td>323-4331</td>
</tr>
<tr>
<td>Victims Assistance</td>
<td>323-3232</td>
</tr>
</tbody>
</table>

STANDARDIZED TESTING - The Oklahoma School Testing Program is administered in grades 7 and 8 each year. These are based on the Oklahoma Academic Standards, which are the minimum curriculum requirements in Oklahoma. Copies of the OAS standards are available at http://sde.ok.gov/sde/oklahoma-academic-standards. The purpose of this testing program, in which Clinton Public Schools participate, is to furnish accurate and dependable information that allows teachers, counselors, parents, and students to follow a student’s academic growth.

STUDENT RIGHTS

DUE PROCESS - All students are entitled to due process. This means that no action will be taken against a student until the facts have been presented by everyone involved and the student is allowed to respond to the school violations. There are certain procedures that school officials must follow prior to taking appropriate disciplinary actions. There are also procedures that students must follow if they do not agree with the school's actions.

RIGHT TO GRIEVANCE - Every effort should be made to settle disagreements at the local school level. The informative discussion of problems and the interchange of views between students and professional staff of a school are encouraged in order to informally resolve as many disputes as possible. Procedures for channeling student complaints at the local school level shall be developed by the principal in cooperation with the Student Senate. Grievances should be given in writing to the principal. Student complaints involving the alleged violation of his/her Bill of Rights, a Board of Education policy or rule, or a CMS policy or rule should be resolved at the local school level between a student and the principal within 5 school days of such appeal. The Superintendent of Schools shall render a decision within 10 school days of such appeal. If appropriate the appeal is then sent to the Board of Education at the time of its next regularly scheduled meeting.

STUDENT PRIVACY – In order to protect the privacy of our students, student lists will not be released to any outside person, group or organization. School pictures and identifying names will be printed in the school annual, school newspaper or given to the local news media on those occasions that warrant it. Any student or the student’s parent, if the student is under the age of 18, may request that his/her picture not be published in the media or school yearbook. Such request shall be made in writing to the principal. This policy does not cover pictures taken by the news media during school events.

GENERAL INFORMATION

AIDS INSTRUCTION - An AIDS Prevention Education program shall be offered to students in the Clinton Public School System pursuant to H.B. 1476 of the 1987 Legislative Session. Curriculum materials developed by the State Department of Education shall be used. Any other materials used in the A.I.D.S. prevention program shall be approved for accuracy by the State Department of Health. At least one month prior to teaching A.I.D.S. prevention, the principal of the school shall conduct a meeting with parents or
guardians of the students involved presenting the curriculum and material that will be used. Said meeting shall be held during weekend or evening hours. No student shall be required to participate in A.I.D.S. prevention education if a parent or guardian of the student objects, in writing, to such participation. (H.B. 1476-1987)

ATHLETIC IDEALS AND COURTESIES – Sportsmanship is simply being honorable and courteous; that is, while courageously striving to win, being certain that opponents have an equal and fair opportunity and knowing when to forego an advantage.

1. The rules of the contest are to be regarded as mutual agreements, the spirit and letter of which will be observed by all honorable persons.
2. Respect the decisions of the officials for they are mutually selected by the competing schools and are vested with final authority by the rules of the contest.
3. Consider opponents as having honest intentions although you do not agree with their points of view or approve of their actions.
4. Pursue a course of individual conduct and action which will seem honorable if known to one’s opponents or the public.
5. The spectator represents his school and community and should give suitable recognition to the skill and sportsmanship of players regardless of their team affiliations.

BAD WEATHER / SCHOOL CLOSING - In the event that school is cancelled due to inclement weather announcements will be made on local radio stations, call blast, Facebook, Twitter, etc. as soon as possible.

CALENDAR OF EVENTS – The official school calendar is kept in the principal’s office. Requests for use of school property must be approved by the faculty sponsor and principal. All extra-curricular activities are to be scheduled through the principal at least two weeks in advance. The principal’s designee will update the CMS webpage as quickly as possible.

CHEATING POLICY - Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work students will be disciplined in accordance with the teachers classroom management strategies. Students may also face other disciplinary consequences set forth by the principal.

CLOSED CAMPUS / LEAVING SCHOOL - Clinton Middle School has a closed campus. Once students arrive at CMS they may not leave the school grounds unless accompanied by a parent/guardian or with the principal’s permission. The Parent/Guardian must come into the office to sign the student out of school. If the student returns to school on the same day of departure, they must sign in with the office indicating the time of return.

ENROLLMENT - Students are enrolled during the spring of each year. An enrollment sheet is provided to the student and a meeting is held with the parents, as needed, to answer questions concerning enrollment. Once enrollment is complete, schedule changes will not be made unless the change meets pre-established criteria.

IMMUNIZATIONS - All students must comply with state immunization requirements. New students must be in compliance with the immunization law before they can be enrolled. (The only exceptions are due to religious, medical, or personal reasons. Exceptions require a written statement from the parent/guardian).

LANGUAGE OTHER THAN ENGLISH - Each student’s cultural heritage will be respected, and an appreciation for diverse backgrounds will be encouraged in the school setting. Classroom instruction will be given in English and the student’s response is normally expected in English. If a student is having difficulty with the spoken English language and needs concept clarification in his/her native language, an effort will be made to find help within the school or among parent volunteers. Profanity or personal insults in any language will not be tolerated.

LOCKERS - Clinton Middle School is a locker-less school. However, special lockers are available for band and athletics. Each student will be held responsible for the condition of the locker. Under no circumstances should money or valuables be kept in lockers or left out in the locker room.

LOST AND FOUND - The student’s name should be placed on all personal belongings to insure their return should they become lost. Please check in the office for lost and found items.

LIBRARY/MEDIA CENTER - Students are responsible for any materials checked out from the media center. The person who checked out the book must pay for the book should it be lost. The price is based on replacement cost. Media Center materials/books must be returned upon request of the librarian.
MONEY AND VALUABLES - If it is necessary to bring money to school, it is the student’s responsibility. The student is responsible for all personal belongings. Neither the school nor teachers will be responsible for any student’s personal belongings. Students should not bring large sums of money or valuable items (jewelry, etc.) to school.

SCHOOL ACTIVITIES - School activities are considered to be an extension of the normal school day and all school rules will be enforced accordingly. Students may lose the privilege to attend school activities if appropriate. All Clinton students are required to stay on the Clinton side at home and away athletic events unless otherwise stated.

STUDENT INFORMATION CARDS - Clinton Middle School has a need for current address, telephone, parent emergency contact, and other information pertaining to each student. It is the responsibility of the student to notify the office personnel of changes to their information within five days of a change.

TELEPHONE - The office telephone is for emergencies and school business only. In cases of illness students should come to the office to use the phone. In cases of emergency the office staff will deliver a message or get the student to take the phone call. Permission must be obtained from the office staff to use the office telephone. Forgotten lunch or lunch money, homework, books and calls for rides are not emergency situations. Students may come to the office after school to use the phone.

TEXTBOOKS - The State of Oklahoma and Clinton Public Schools provide textbooks for student use. Books are issued by the professional staff and must be returned when withdrawing from school. Students will pay the replacement cost for lost or damaged books prior to receiving a new one. Books and other checked out material must be returned or paid for at the end of the school year.

UNIFIED CLASSROOM RULES

Students at Clinton Middle School have the following responsibilities and expectations:
- Respect others at all times.
- Be prepared for school every day.
- Keep hands and feet to self.
- Follow directions.
- Be on time to class.
- Please be aware that teachers may have additional expectations posted for their individual classrooms.

USE OF SCHOOL EQUIPMENT AND PROPERTY - Extreme care should be taken in the use of all school equipment and property. Microscopes, band instruments, physical education equipment, textbooks, computers and even chairs and desks should be used with proper care. The student may be held responsible for damages to school property assigned to them that has been negligently abused.

MEDICATION POLICY

Any type of medication that a student needs should be brought to the office upon arrival at school and written permission from the parent to administer the medication be provided. Students are not to give, sell, or administer any drugs, pills, or prescription or non-prescription medication to another student at any time. Violation of this policy will result in disciplinary action for all students involved. ALL medications must be registered.

PRESCRIPTION MEDICATION - Medication may be administered upon written authorization from a parent. Prescription medications must be in a pharmacy container, properly labeled by a pharmacist with the following information and turned into the office:
- Name of student
- Current date
- Name of drug
- Dosage
- Time to be administered
- Physician’s name
- Pharmacy name and telephone number

A statement about whether the child has any other disabilities that may require immediate dispensation of medicine must be on file in the office.

STUDENTS WITH ASTHMA - An asthma self-administering form must be signed by the Doctor and kept on file in the office.
NON-PRESCRIPTION MEDICATION - Non-prescription medication must be presented to the office in the original container, with proper company label, contain the name of the drug and directions for administering. Written authorization of a parent or guardian granting authority to administer non-prescription medication must accompany any non-prescription medication for CMS students. School personnel will:

- Inform appropriate school personnel of the medication being administered.
- Keep an accurate record of administration of medication.
- Keep all medication in a locked cabinet except medication retained by a student per physician’s orders.
- Return unused medication to the parent or guardian only.

ANNUAL ASBESTOS NOTIFICATION TO PARENTS

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Parents may examine the plan, located at the Board of Education Office, 2130 Gary Boulevard and at each campus, upon request. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by flyer, newspaper, handbooks, handouts, etc., when they arise. The asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any changes in the material that could cause a health hazard. We will continue to monitor the asbestos as defined by EPS guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

ANNUAL NOTICE OF FERPA RIGHTS

The Clinton Public Schools have established the following open record policy, in accordance with the Family Educational Rights and Privacy Act:

A. Parents of students and eligible students have the right to review the student’s educational records.

B. It is the intent of the Clinton School District to limit disclosure of information contained in the student’s educational records, except (1) by prior written consent of the student’s parents, (2) directory information, (3) as stated in the district plan in regard to rights and privacy. Directory information includes a student’s name, parent’s name, date of birth, class designation, participation in school activities and sports, weight and height of athletic members, achievement awards and honors, previous school attended, and photograph.

C. Students’ parents or eligible students have the right to seek to correct parts of a student’s educational records believed to be inaccurate, misleading, or in violation of privacy rights. This right includes the right to a hearing to present evidence that a record should be changed, if the district does not alter it according to parent or eligible student request.

D. Parents of students and eligible students have the right to file a complaint with the Department of Education if the Clinton School District violates the Family Rights and Privacy Act.

E. Parents of students and eligible students may obtain a copy of the district’s policies and procedures in regard to family educational rights and privacy upon request at the superintendent’s office on the corner of Gary Boulevard and Jaycee Lane, Box 729, Clinton, OK 73601.

The district will arrange to provide translation of this notice to non-English speaking parents in their native language. Any questions in regard to this notice may be directed to Tyler Bridges, Superintendent of Schools, 323-1800, or to Janelle Shepard, Special Education Coordinator.

Annual Notice of Meningococcal Meningitis

What is meningitis? Meningitis is a swelling of the covering of the brain and spinal cord. Bacteria, viruses, fungi or parasites may cause meningitis, but viral meningitis is the most common form of meningitis. The most serious type of meningitis is caused by Neisseria meningitidis. (See the OSDH “Meningococcal Disease” web page).

What are the symptoms of meningitis? Symptoms of meningitis can include fever with a rash, headache, stiff neck, nausea, or vomiting. Infants may be very fussy, drowsy, or refuse to eat. Seek medical care if you or your child has these symptoms.

What causes meningitis and how is it spread? About 90% of viral meningitis is caused by intestinal viruses, known as enteroviruses. These viruses are spread from the feces of people who are infected, usually on unclean hands or surfaces. Viruses can be spread to others from about three days after someone is infected until about 10 days after they become sick. Even if you are exposed, it is not likely that you will develop viral meningitis. Bacterial meningitis is caused by bacteria such as Haemophilus, Streptococcus or Neisseria meningitidis. These germs are spread by direct contact with fluids from the nose and throat of an infected person.
How is meningitis diagnosed and treated? Spinal fluid is tested to find the type of meningitis, but this test is not always needed. Most patients recover completely from viral meningitis with just bed rest and plenty of fluids. Your healthcare care provider may prescribe medicines for fever or headaches. Antibiotics are only needed to treat bacterial meningitis.

Should people who have been around a person with meningitis receive any treatment? Only people with very close contact to someone with bacterial meningitis (and only Neisseria meningitidis or one form of Haemophilus) need to take preventive antibiotics. These are usually household members, very close contacts, certain health care workers, and day care center playmates. The health department's work to make sure that those close contacts receive antibiotics from their healthcare provider or through the health department. People with casual contact such as classmates or coworkers do not need to receive antibiotics. When a large cluster or outbreak of bacterial meningitis occurs, the health department may recommend antibiotics for additional groups, although this is rare.

How do you prevent the spread of meningitis? Hand hygiene is the most important way to protect yourself and others. Wash your hands often, using soap and water when you can see that your hands are dirty. Wash your hands after using the toilet, after changing diapers, and before preparing or eating food. Use alcohol-based hand products when your hands already look clean. Clean surfaces and items such as toys every day, and when saliva or nose/throat fluids are on them. In settings such as child care centers, wash objects and surfaces with a diluted bleach solution: For hard surfaces such as diaper-changing areas and bathrooms, use a 1:10 dilution of bleach (mix one cup of bleach with one gallon of water). For other objects such as toys and eating utensils, use a weaker bleach solution (mix one tablespoon of bleach with one gallon of water).

What are the vaccines recommended to prevent meningitis? The routine childhood vaccines protect children from the most common causes of meningitis such as Haemophilus influenzae type b (Hib) and Streptococcus pneumoniae. Meningococcal vaccines are also recommended for children and some adults. For more information on these vaccines, call your healthcare provider or the local health department.

**CHILD IDENTIFICATION, LOCATION, SCREENING AND EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

**REFERRAL** – Preschool children, ages 3 through 5, and students enrolled in K-12 who are suspected of having disabilities, which may require special and related services, may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

**SCREENING** – Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

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

2. Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district. Educational screening is implemented for all first grade students each year. Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher. Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of entry.

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

**COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION** - Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator. Before any major identification, location, or
evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

QUESTIONS CONCERNING FEDERAL PROGRAMS

Adam McPhail, Curriculum/Federal Programs Director
P.O. Box 729 Clinton, OK 73601
580-323-1800.
TITLE I - Part A School Improvement
TITLE I - Part C Migrant
TITLE II - Part A Teacher Quality
TITLE II - Part D Educational Technology
TITLE III - Part A Immigrant
TITLE III - Part A Limited English Proficient
TITLE IV - Part A Safe and Drug Free Schools
TITLE VI - Part B, Subpart 2 - Rural Low Income Schools
TITLE VII - Indian Education
TITLE VII - Impact Aid
For questions concerning the following programs, contact
Janelle Shepherd, Special Services Director
P.O. Box 729 Clinton, OK 73601
580-323-1828.
TITLE IX - Discrimination-Office of Civil Rights
IDEA - Individuals with Disabilities Education Act
504 Policy - American Disabilities Act (ADA)
Department of Labor Regulations/Safety Officer

NO CHILD LEFT BEHIND ACT OF 2001
PARENTS RIGHT TO KNOW

A part of the "No Child Left Behind Act of 2001 " implemented by the federal government requires that parents of each student attending any school receiving funds under this "act" may request and receive (in a timely manner) from the school district the information regarding the professional qualifications of the student's classroom teacher(s), including, at a minimum, the following:

• Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
• Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
• The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
• Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition the "No Child Left Behind Act of 2001" requires that a school that receives funds under this "act" shall provide to each individual parent the following information:

• Information on the level of achievement of the parent's child in each of the state academic assessments.
• Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

● Receive notice and an opportunity to opt a student out of:
1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

● Inspect, upon request and before administration of use:
1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Clinton Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Clinton Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Clinton Public School District will also directly notify parents and eligible students, such as through the school handbook, e-mail or U.S. Mail, at least annually at the start of each school year, or as the child enrolls in the district, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Parent and Family Engagement Policy

The CMS Parent and Family Engagement Policy has been developed by the Middle School Leadership team with reference to the district policy EHBDB regarding parent involvement. This is a living document, and it may change and evolve due to our current environment. We will consider any suggestions to improve our engagement policy.

There are numerous ways the staff at CMS will assist you in staying involved at CMS. The responsibilities of the school staff will ensure that you have the most current and relevant information regarding your children’s education.

Teacher Goals and Responsibilities

- Develop sound educational policies
- Implement programs
- Establish an effective evaluation process for the programs
- Establish clear learning results
- Monitor results
- Provide high quality instruction and resources
- Provide timely information to parents and students

Distribution Information

- This policy will be sent home as part of the Parent/Student Handbook.
● This policy will be available during enrollment, in the front office, and online.
● Information related to school and parent programs, meetings, and other activities will be shared through canvas and our district social media pages.
● Teachers will provide state testing results during conferences and printed information will be sent home.

**Parent Participation**

● Parents will have opportunities to participate in Family Nights planned throughout the year.
● Parents will have opportunities to participate in school decision-making regarding the education of their children through: back to school nights, safety committee, attendance committee, and parent-teacher conferences.
● Parents will be encouraged to work with the school to develop a school-parent compact.
● The school will provide opportunities for meetings when parents request them.

**Meetings**

● At the annual orientation meetings, parents will be informed of the school’s participation in the Title 1 program, including information about the requirements to be a Title 1 school and how funds are spent.
● Parent meetings and conferences will be held at various times to meet the needs of families.

The parent-school partnership is vital in determining school and student success. We look forward to working with you!
CMS Student Handbook Receipt

I do affirm that the teachers of Clinton Middle School have reviewed with me the CMS Student Handbook. I understand that the CMS Student Handbook is posted in my Canvas account and on the school website. I also understand that I can be held accountable for the information in this handbook.

Student’s Signature ____________________________________________

School _______________________________________________________

Date ________________________________________________________