

2015-2016
POLICIES AND PROCEDURES FOR
STUDENTS AND PARENTS

CADDO PUBLIC SCHOOLS

District I-005

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Changes to this policies and procedures manual may be made by majority vote of the Board of Education whenever deemed necessary and such changes shall become effective immediately.

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**Caddo Public Schools
 Official School Calendar
 2015 - 2016**

August 10,11,12	Faculty/Staff In-Service
August 13th	First Day of Classes
September 4	Professional Day County Teachers’ Meeting
September 7th	Labor Day Holiday (no school)
October 13th	Parent/Teacher conf. 3-9 pm
October 14th	No School
October 15th	Professional Teachers Meeting
October 16th	Fall Break
November 23th-27th	Thanksgiving Break (no school)
December 18th	End of first semester
December 21- Jan. 1	Christmas Break (no school)
January 4th	Classes Resume
March 10th	Parent Teacher Conference 3-9 p.m.
March 11th	No School
March 14th—18th	Spring Break (no school)
April 1st	No school
May 17th	8th Grade Promotion
May 19th	Senior Graduation and Last Day of School
May 20th	Teachers In-Service and Check-Out

**CADDO PUBLIC SCHOOLS
 MISSION STATEMENT**

The Caddo Board of Education, representing the citizens of this school district, will provide a cohesive plan of resources to assure that ALL children graduate and can effectively read, think, and communicate as productive citizens in the twenty-first century.

To accomplish this mission, the Board will involve the State Department of Education, citizens, teachers, students of this district, and other educational agencies in the following long range goals and activities.

DESIRED EXIT OUTCOMES FOR CADDO STUDENTS

- Ability to communicate (in reading, writing, speaking, listening, and numerical skills)
- Socially interact in a positive manner
- Develop analytic capabilities
- Develop problem-solving skills
- Develop skills in making value judgments and decisions
- Develop and refine skill in creative expressions and in responding to the creative work of others
- Develop an understanding of the importance of civic responsibility
- Develop an understanding of the importance of participation in a global environment
- Develop skill in attaining and maintaining wellness
- Develop skill in using technology as a tool for learning
- Develop skill in life and career planning

ADMISSION POLICY

Students Residing in the District

All children living with a parent, guardian, or person who has legal custody and residing in the Caddo School District who will be four (4) years of age on or before September 1st of the school year, and who will not be over twenty-one on or before September 1st of the school year, will be admitted to Caddo Public Schools. Upon initial enrollment, parents/guardians will be required to provide proof of residency such as receipts showing utility services are being provided at the place of residence.

Transfer Students

Students who reside outside the school district and wish to enroll in Caddo Public Schools must have legal transfers or pay full tuition in advance. Transfer students must also be responsible for providing their own transportation to the nearest bus stop. The Principal has the right to refuse transfers into the district.

Admission by Affidavit

When a student is living with an adult, who does not fall within one of the categories listed in paragraph one of the admission policy but who legally resides in the district, the adult providing for the care of the student may apply for residency by filing an affidavit with the school district attesting that they have assumed custody of the child and the reasons for assuming custody. The affidavit will also state that the custody arrangement is permanent and that the adult with whom the student is living is providing the major degree of support of the child. Before filing for residency by affidavit, the adult assuming custody must request an "Application for Residency by Affidavit" from the building principal and must (at the same time) also supply the building principal with the names of schools the student has attended during the three-year period prior to filing for application for residency by affidavit to Caddo Public Schools. Upon receipt of this information, the building principal will contact any school(s) attended by the applicant student during the prior three-year period. If the building principal is informed that the applicant has a history of poor attendance or misbehavior, residency by affidavit will not be granted. **If a student is granted residency by affidavit, the adult providing care and the student in his or her care will sign a form, before residency is granted, acknowledging that he or she understands that residency by affidavit can be revoked by the school district if misbehavior and/or poor attendance becomes an issue.**

IMMUNIZATION REQUIREMENTS 2011-2012

PRE-SCHOOL	KDG THRU 8TH	9TH AND 10TH	11TH AND 12TH
4 DTP/DTaP/Td	5DTP/DTaP/Td	5 DTP/DTaP/Td	3 DTP/Td
3 POLIO	4 POLIO	4 POLIO	3 POLIO
1MMR	2 MMR	2 MMR	2 MMR
3 HEP B	3 HEP B	2 OR 3 HEP B	2or3 HepB
2 HEP A	2 HEP A	2 HEP A	2 HEP A
VARICELLA	VARICELLA		

- All measles, mumps, and rubella (MMR) and varicella vaccine doses must be administered on or after the child's first birthday or up to four days before the birthday to be counted as valid doses.
- If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.
- Beginning Jan. 1, 2003, 5th doses of DTaP must be given on or after the 4th birthday or within 4 days before the birthday.

- If the 3rd dose of Polio is administered on or after the child's 4th birthday, then the 4th dose of Polio is not required.
- Hepatitis A vaccine must be administered on or after the child's second birthday or within 4 days before the birthday.
- Hepatitis B may be administered in a two (2) dose series to children 11 thru 15 years of age. All other age groups will receive the three (3) dose Hepatitis B series.
- A parental history of a child having varicella (chickenpox) disease is acceptable in lieu of varicella vaccine.
- Hib vaccine is not required for students in pre-kindergarten or kindergarten through grade twelve, but is required for children in childcare.
- Longer than recommended time periods between doses of multi-dose vaccines do not diminish the effectiveness of these vaccines. It is not necessary to restart the series of any vaccine due to longer than recommended time periods between doses.
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are "in the process of receiving" immunizations.
- For further immunization information, please call the Immunization Service, Oklahoma State Department of Health at 405-271-4073.

Information Regarding Meningitis

Meningitis is an inflammation of the tissues that cover the brain and spinal cord. Bacteria, viruses, or fungi may cause meningitis. Viral meningitis is the most common form of meningitis and is caused by an infection with one of several types of viruses. Meningococcal meningitis is caused by the bacteria *Neisseria meningitides* and causes a more severe disease that requires prompt treatment of the patient with antibiotics. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people.

Symptoms of meningitis

Symptoms of meningitis may include low-grade fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. These symptoms are often difficult to identify in infants, who, when suffering from viral meningitis may become irritable, lethargic, inconsolable, or refuse to eat. Since viral and bacterial meningitis often have similar symptoms, it is important to see a healthcare provider immediately if you or your child has these symptoms.

What causes meningitis, and how is it spread?

Approximately 90% of viral meningitis cases are due to a group of common intestinal viruses called enteroviruses. These viruses are typically spread from person-to-person through direct or indirect contact with fecal

material, usually on unclean hands or contaminated environmental items. Viruses can be passed on to others beginning about three days after someone is infected until about 10 days after symptoms occur, although very few exposed persons develop meningitis. Bacterial meningitis can be caused by bacteria such as *Streptococcus* species or *Neisseria meningitides*, which are spread by direct contact with saliva or respiratory droplets from the nose and throat of an infected person. Bacterial meningitis can be passed on to others until 24 hours after appropriate antibiotic treatment has been started.

How is meningitis diagnosed and treated?

In cases of severe illness, meningitis can be confirmed through laboratory tests performed on spinal fluid. There is no specific treatment for viral meningitis, most patients will completely recover on their own with bed rest and plenty of fluids, however, health care providers often will recommend medicine to relieve fever and headache. Antibiotics specific for the bacterial cause are used to treat bacterial meningitis.

Should people who have been around an infected person receive treatment?

Antibiotics are only recommended as a preventative measure for those persons exposed to a case of meningitis caused by the bacteria *Neisseria meningitidis*. A public health nurse will work with the family of the case to identify all family, friend, and contact that need antibiotics. Only people who have been in close contact with saliva or respiratory secretions such as household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, and day care center playmates are recommended to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin, or ceftriaxone) from their physician. Casual contacts including classmates, co-workers, or those in a workplace setting are not at an increased risk of disease and do not need treatment with the antibiotic.

How do you prevent meningitis?

Hand hygiene is the single most important action to prevent the spread of infection to others and to you. Wash visibly soiled hands with soap and water, after using the toilet, after changing diapers, and before preparing and eating food. Use alcohol based hand gel when hands are not visibly soiled. In situations, such as child care centers, washing objects and surfaces with a diluted bleach solution is recommended. 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 form of bleach solution (mix one tablespoon of bleach with one gallon of water). The routine recommended childhood vaccines protect children from some of the common causes of meningitis such as *Haemophilus influenzae* type b (Hib) and *Streptococcus pneumoniae*. These and other vaccines are available and are recommended for certain people at increased risk of complications from a bacterial infection such as elderly or immunocompromised persons or people living in certain group settings. For more information on vaccines, contact your local county health department or family physician. **(This information courtesy of the Oklahoma State Department of Health)**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act.

- The right to inspect and review the student's education record
- The right to exercise a limited control over other people's access to the student's education record
- The right to seek to correct the student's education record, in a hearing if necessary
- The right to report violations of the FERPA to the Department of Education
- The right to be informed about FERPA rights

The district will arrange to provide translations of this notice to non English speaking parents in their native language. All rights and protection given parents under the FERPA and this policy transfer to the student when he or she reaches the age of eighteen or enrolls in a post secondary school. The student then becomes an "eligible student."

CADDO SCHOOL DISTRICT POLICY REGARDING THE ADMISSION AND MANAGEMENT OF STUDENTS WITH ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Acquired Immune Deficiency Syndrome (AIDS) is one of a number of communicable diseases which require special precautions to prevent transmission in the school environment. Because there is no cure for AIDS and because it is a life-threatening disease, it is imperative that specialized procedures be followed in the management of a student who is diagnosed as a carrier of the AIDS virus.

Nature of the AIDS Virus

AIDS is a disease which disables the body from fighting infection. The cause of the disease is infection by the Human Immunodeficiency Virus (HIV). Three categories of outcome result from infection by HIV. The first, AIDS, is the most severe form of the infection. The second form of the infection is AIDS- Related Complex (ARC), a milder form with less severe symptoms. The third and most common form of HIV causes the affected person to be an asymptomatic carrier, having no symptoms but still believed capable of transmitting the virus to others. Based upon the

medical evidence presently available, it appears that each of the three levels or stages of HIV infection is contagious under certain conditions.

Transmission of AIDS

Unlike many other communicable diseases, AIDS is not believed by most medical authorities to be transmissible through casual contact in the normal school environment. Present medical knowledge indicates that the AIDS virus is transmitted by the introduction of the virus into the blood stream through sexual contact, sharing of hypodermic needles among intravenous drug users, receiving blood transfusions from infected individuals, or at birth. Pending further research, however, any spill of body fluid, tears, semen, saliva, vomit, urine or excrement by an AIDS-infected individual should be considered a possible source of infection.

Clean-up of Body Fluids

Since it is not always known whether a student is infected with the HIV virus, latex or vinyl gloves and one or more of the following solutions are to be used in cleaning up a spill of body fluid by any student:

- (1) Commercially prepared germicidal disinfectants (for surfaces only)
- (2) Commercially prepared disinfectants with an isopropyl alcohol content of 40% to 70%.
- (3) Commercially prepared disinfectants with a hydrogen peroxide content of 3% (for skin surfaces); or
- (4) An individually prepared solution of one part chlorine bleach to ten parts water (for surfaces only)

Insofar as possible, paper towels or other disposable products are to be used. Following cleanup, the rubber gloves and paper towels are to be sealed in a plastic bag and disposed of in the same manner. Other materials used in the clean-up, such as mop heads, rags, or clothing, are to be thoroughly rinsed in a disinfectant solution or washed separately in hot water. Band instruments that are shared among students are to be thoroughly decontaminated. Thorough hand washing with soap and water is also advised. These precautions will guard against the spread of not only AIDS but other more communicable, though less deadly, diseases.

Referral of AIDS Students

When a school administrator learns that a student may have AIDS, the Superintendent will refer the matter to the Oklahoma Department of Health and on school placement of the student. The student's parents or legal guardian and physician, a representative of the Superintendent, a representative of the State Department of Health, and a representative of the State Department of Education shall be included in the multi-disciplinary team.

If the case is verified by medical authorities as the HIV virus and if there is a possibility that other students or employees might become infected from the AIDS student, the Superintendent is authorized to arrange a safe, temporary placement of the student until permanent arrangements can be made.

The principal is to establish a separate file on that student to which only he and those identified employees are to have access. No entry regarding the AIDS condition is to be made on the student's cumulative record, health card, the computerized student data base or other record.

REVISED GRADUATION STANDARDS FOR STUDENTS ENTERING 9TH GRADE IN THE 2006-07 SCHOOL YEAR

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires eighth-grade students entering the ninth grade in the 2006-2007 school year (and those who enter ninth grade in years thereafter) to complete the college preparatory curriculum in SB 982, unless the student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements

Oklahoma College Preparatory Curriculum Requirements (units or sets of competencies)

4 English: grammar, composition, literature, or any English course approved for college admission requirements

3 Laboratory Science: limited to Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements.

3 Mathematics: limited to Algebra I, Algebra II, geometry, trigonometry, math analysis, calculus, advanced placement statistics or any math course with content and / or rigor above Algebra I and approved for college admission requirements.

Note: Math courses above Algebra I may be taught at a high school or technology center.

3 History and Citizenship skills, including 1 U.S. History, and 2 units from the subjects of history, government, geography, economics, civics, or non-western culture.

2 units of the same foreign language 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 any of the above or career and technology education courses approved for college admission requirements.

1 unit or set of competencies of Fine Arts, such as Music, Art, or Drama, or 1 unit of Speech.

½ unit of financial literature

6 additional electives for a total of 23 units

Oklahoma State Graduation Requirements (Existing State Graduation Requirements)

70 O.S. 11-103.6

Units or sets of competencies

4 Language Arts: 1 Grammar and Composition, and 3 which may include, but are not limited to: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.

3 Science: 1 Biology I or Biology I taught in a contextual methodology, and 2 courses from the following: 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, and approved contextual science courses taught at a technology center.

3 Mathematics: 1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include, but are not limited to: Algebra II, Geometry, or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra, contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher and approved by the State Board of Education and the independent 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 eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education or other mathematics courses with content and/or rigor equal to or above Algebra I.

3 Social Studies: 1 United States History, ½ to 1 United States Government, ½ Oklahoma History, and ½ to 1 which may include, but are not limited to: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

2 Arts: 2 units which may include, but are not limited to, courses in Visual Arts and General Music.

8 additional electives for a total of 23 units

All students must be enrolled in seven class periods per day, with the exception of students who are enrolled in the concurrent enrollment program. Concurrent students must be enrolled in a minimum of three classes at Caddo High School.

To meet graduation requirements, students may take comparable advanced placement courses, comparable courses taken through concurrent enrollment, and comparable courses bearing different titles. A Carnegie Unit of credit is given for successful completion of a course that meets forty minutes a day, five days a week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year. Sets of competencies are the skills established in Oklahoma's Core Curriculum (the Priority Academic Student Skills).

Students must complete all graduation requirements to participate in graduation/commencement exercises. Graduation/commencement exercises are a privilege provided by the school. A student may be denied participation in graduation/commencement for disciplinary reasons. Only students who are enrolled at Caddo Public Schools at the time they complete graduation requirements may participate in graduation/commencement exercises.

Promotion Requirements for Jr. High Students

Sixth, seventh, and eighth grade students must pass five subjects to be promoted to the next grade. Passing a subject in the sixth, seventh, and eighth grade is defined as having a total average of sixty (60) or higher when the two semester averages are averaged. Students who fail a course due to inadequate attendance will be awarded an (I) for Incomplete.

If a student who does not meet attendance requirements is also failing course work, he or she will be awarded the earned average for the course work. **Eighth grade students who do not pass at least five (5) subjects will not be allowed to participate in the promotion ceremony at the end of the school year.**

CONCURRENT ENROLLMENT POLICY

Qualified eleventh and twelfth grade students are allowed to be enrolled concurrently in high school and college courses. All other students not qualified by grade level might be considered for full or concurrent enrollment under the State Regents' Opportunity Admission Category.

Regulations:

1. Twelfth grade students enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students if they meet the following requirements:

(a) Students must meet the published criteria of the State Regents (other than high school graduation and curricular requirements) for admission to the institution for which application is being made. This includes having participated in ACT testing or SAT testing.

(b) Students must be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as attested by the high school principal.

2. Eleventh grade students enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students if they meet requirement (a) above and the following requirements:

(a) Students must achieve a composite score at the 90th percentile or above on the ACT test using Oklahoma norms, or achieve a combined verbal and mathematical score on the SAT test at the 90th percentile or above using national norms

(b) If the student's ACT or SAT composite score does not meet the 90th percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

3. A high school student admitted under the provisions set forth in Section 1 or 2 above may enroll in a combined number of high school and college courses per semester, not to exceed a full-time college work load of 19 semester credit hours. For purposes of calculating work load, one-half high school unit shall be equivalent to three semester credit hours of college work. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate

the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester credit hours 50 percent greater than the number of weeks in the applicable semester/term. The collegiate portion of the student's work load must be taken from regular faculty members of the institution and may be provide off campus if approved by the State Regents. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment. High school students enrolling concurrently in off-campus classes may only enroll in liberal arts and sciences courses.

4. A student who is otherwise eligible under this policy may enroll in a maximum of nine semester credit hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester credit hours 50 percent greater than the number of weeks in the applicable semester/term.

5. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may only enroll in curricular areas where the student has met the curricular requirements for college admissions.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

6. Following high school graduation, a student may continue enrollment at the institution to which they have been admitted or may transfer to another institution in the State System, provide that during the provisional enrollment period the student has achieved a college grade=point-average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.

General Procedures:

1. A school district may receive full ADA on a high school student who is participating in concurrent enrollment. In determining a legal day for a student who is concurrently enrolled, the district can use a combination of local school enrollment and college enrollment. Attendance for a student who is participating in concurrent enrollment is a combination of attendance.

2. Travel time necessary for students to participate in concurrent enrollment at a college or university may be counted toward meeting the 6-hour school-day requirement. Example: Student enrolls in 3 high school courses and 2 college courses for a total of 15 semester credit hours. One clock hour (30 minutes to and from) is counted for travel time to meet the 6-hour school-day requirement.

3. After the 2006-07 school year, credit for college courses can not be used to meet state mandated core curriculum requirements at Caddo High School. All courses satisfying core curriculum requirements will be taken at the high school.

4. No independent school district shall prohibit any student who meets the requirements for concurrent enrollment from participating in the program.

POLICY CONCERNING STUDENT ORGANIZATIONS/ACTIVITIES

The Board of Education of the Caddo School District is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise be of benefit to students and that the policies of this School District should further students' opportunities for participation. In allowing and furthering student activities and organizations, the Board is mindful of the dictates of the United States Constitution and the federal Equal Access Act. This policy is adopted to implement these goals.

School-Sponsored Student Organizations

1. The School District may sponsor student organizations that the Board determines are in furtherance of and consistent with the educational objectives of the School District not directly related to the School District's curriculum.
2. An organization shall be considered to be directly related to the School District's curriculum if it is: (1) an extension, expansion, or application of material taught in class; or (2) part of an adjunct to student government, carrying out special projects or responsibilities.
3. School-sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other area of expertise is reasonably related to the purpose and goals of the group, and who shall receive extra-duty compensation.
4. Application for School District sponsorship shall be made by the proposed faculty member and at least 15 students who intend to submit its membership requirements, organizational structure, and provisions of a constitution or other document setting out

organizational purpose and structure, subject to approval by the superintendent of schools.

5. After the proposed organization and its constitution have received preliminary approval from the superintendent, the Board of Education shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and based on an opinion rendered by the School District's legal counsel stating that the proposed organization meets the standards of this policy.

Independent Student-Organized Groups

1. The senior high schools of this school district shall make facilities available for meetings of independent student-organized groups (that is, student groups which are not officially sponsored by the School District as stated in sections 1-5 above) subject to the following provisions. It is the intent of the school district to create a limited open forum under the Federal Equal Access Act for independent student-organized groups pursuant to this policy.
2. Meetings of independent student-organized groups may be held only during any non-instructional time. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere.
3. All meetings shall be student initiated and open to all students in the school. All student attendance at independent student-organized group meetings shall be voluntary.
4. No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.
5. An adult monitor, who may or may not be a school employee, shall be present at all meetings. The school employee shall be present only in the capacity of monitor, and may not participate, in any form or fashion, in the meeting.
6. Independent student-organized groups may invite outside speakers to their meeting, but no non-school persons may direct, control, conduct, or regularly attend meetings.
7. If students wish to meet in independent student-organized groups under this policy, they must file a request to meet with the building principal. Their request must include the following information:
 - a) The room in which they wish to meet and the time during which they will meet
 - b) The name of one student who will serve as the contact between the group and the school authorities
 - c) The monitor who will be present. The principal shall approve a meeting if it meets the requirements of this policy and shall notify the student contact person of his/her approval or, if it

does not meet the requirements of this policy, the principal's reasons for disapproval, within two working days of the submission of the request to meet. Once permitted to do so, an independent student-organized group may continue meeting for the remainder of the school year unless it subsequently violates this or any other school policy.

8. In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school-sponsored and independent organizations. However, in assigning meeting rooms, the school may consider the number of persons expected to attend and the needs of the organization.
9. Meetings of independent student-organized groups may be announced by notices posted on the bulletin boards in the school. Such notices may contain only the name of the organization, the date, time, and place of the meeting, and a brief identification of the subject of the meeting or a list of agenda items.
10. It is understood that participation in and the content and purposes of independent student-organized group meetings are neither approved nor disapproved by the School District. The School District is neutral as to the content of these meetings.

POLICY REGARDING STUDENT RECORDS

The purpose of this policy is to assure parents of students and eligible students the full implementation, protection, and enjoyment of their rights under the **Family Educational Rights and Privacy Act of 1974**.

Examination of Student Records

Parents (as the term "Parent" is defined in this policy) of students who are eligible students (an eligible student is one who has attained eighteen years of age or is attending an institution of post-secondary education shall have the right to inspect and review any and all official records, files and cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data; academic work completed; level of achievement (grades and standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings; and observations and verified reports of serious or recurrent behavior patterns. Comments in official school records regarding students shall be limited to facts within the personal knowledge or observation of the person making the comment. Conclusions based upon such facts shall be made only by persons professionally competent to make the conclusion. If the educational records of a student contain information on more than one student, the parent may

inspect and review or be informed of only the specific information which pertains to that student.

In the event a parent desires access to any of the above data, the parent shall sign a record inspection request. If a parent wishes to have copies of documents from the subject's file, such copies will be provided at the expense of the parent (.25 per page copied).

A record will be maintained by the School District of all disclosures of personally identifiable information from the education records of a student. This record of disclosure may be inspected by the parent.

In the event a parent deems that the content of a student's school record is inaccurate, misleading, or in violation of the privacy or other rights of the student, the parent may request that the school district amend them. Within a reasonable period of time after receipt of the request for amendment, a written decision granting or denying the amendment shall be made and conveyed to the parent. In cases where the decision is to grant the request for amendment, the amendment shall be made and conveyed to the parent. In cases where the decision is to deny the request for amendment, the parent will be given an opportunity for a hearing in order to challenge the content of the student's education records to insure that the information in the education records is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. The parent will be made aware of the right to a hearing immediately following any decision to refuse amendment

The hearing shall be held within a reasonable period of time after the School District receives the request. The parent shall be notified of the date, place, and time reasonably in advance of the hearing so that the parent may have the opportunity to present evidence relevant to the issues involved. The parent may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney. The hearing shall be conducted by the superintendent or a person appointed by the superintendent who does not have a direct interest in the outcome of the hearing.

Following the hearing and within a reasonable period of time thereafter, a decision in writing shall be rendered and a copy provided to the parent. The decision shall be based solely on the evidence presented at the hearing, and shall include a summary of the evidence presented and the reasons for the decision.

If, as a result of the hearing, the information is found to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the School District shall amend the educational records of the student accordingly and so inform the parent in writing. If the information is not found to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the School District shall inform the parent of the right to place in the educational records of the student a statement commenting upon the information in the educational records

and/or setting forth any reasons for disagreeing with the decision. This statement shall be maintained with the records of the student so long as the records to which it applies are maintained by the School District.

Release of Student Records with Parental Authorization

Except as provided in this policy, no personally identifiable records shall be released except upon prior written consent from a parent specifying the records to be released, the reasons for such release and to whom. Appropriate forms for information release authorization shall be furnished by the School District.

While a parent may waive any of his or her rights under this policy, a waiver shall not be valid unless in writing and signed by the parent and under no circumstances shall the School District require a parent to waive his or her rights under this policy. However, the School District may request such a waiver.

An individual who is an applicant for admission to an institution of post secondary education or is a student in attendance at an institution of post secondary education may waive his or her right to inspect and review confidential letters and confidential statements of recommendation, except that the waiver may apply to confidential letters and statements only if

1. the applicant or student is upon request notified of the names of all individuals providing the letters or statements;
2. the letters or statements are used only for the purpose for which they were originally intended, and
3. such waiver is not required by the School District as a condition of admission to or receipt of any other service or benefit from the School District. All waivers under this paragraph must be executed by the individual, regardless of age rather than the parent of the individual

A waiver may be made and limited to specific classes of

1. education records and
2. persons or institutions. A waiver under this section may be revoked with respect to any actions occurring after the revocation. The revocation must, in all cases, be in writing.

If a parent executes a waiver under this section, that waiver may be revoked by the student at any time after he or she becomes an “eligible student.”

The School District will not release information contained in a student’s education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student’s prior written consent. In the event a parent authorizes release of information concerning a student, the parent shall have the right to request

that a copy of the records to be released be furnished to the parent. The School District shall make a charge of \$.25 per page per organization authorized by the parent or student, but no parent shall be denied a copy of the records authorized to be released in the event of financial hardship.

Release of Student Records without Parental Authorization

Personally identifiable information contained in personal school records may be released without authorization only as provided in this section and only under the conditions contained herein.

Such information may be furnished in compliance with judicial order or pursuant to any lawfully issued subpoena, upon the condition that the parent is notified of all such orders or subpoenas in advance of the compliance therewith. The School District will use its best efforts to notify the parent in writing as far in advance as possible of compliance.

Such information may be released without prior parental authorization in connection with a student's application for, or receipt of financial aid, provided, that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as;

1. to determine the eligibility of the student for financial aid;
2. to determine the amount of the financial aid;
3. to determine the conditions which will be imposed regarding the financial aid, or;
4. to enforce the terms and conditions of the financial aid

Such information may be released:

1. to other school officials, including teachers within the system who have legitimate educational interests; and
2. to officials of other school or school systems in which the student intends to enroll, on the condition that the parent be notified of the release of the records, receive a copy of the records if desired and have an opportunity to request amendment as provided; and
3. authorized representatives of the Comptroller General of the United States; the Secretary of Health, Education and Welfare; the Commissioner and Director of the National Institute of Education and the Assistant Secretary of Education
4. State Educational Authorities; and
5. A person employed by or under contract of the school board to perform a special task such as, but not limited to a secretary, a clerk, a physician, psychologist or therapist, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

Before being granted access to student records, the foregoing persons (2-5), agencies or organizations shall be required to sign a form to be

supplied by the School District which shall be kept permanently with the file of the student, but only for inspection by the parent, indicating specifically the legitimate educational or other interests that each such person, agency, or organization has in seeking this information. Such forms shall be available to parents and to the school official responsible for record maintenance as a means of auditing the operation of this policy. **Parents may obtain complete copies of the school's Family Educational Rights and Privacy Act policy at the high school office or at the Superintendent's office.**

Reporting Suspected Child Abuse

Any School District employee having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means, and the injury appears to have been caused as the result of physical abuse or neglect shall immediately report the matter to the principal of the student's school.

"Physical abuse and neglect" means harm or threatened harm to a child's health or welfare, including non-accidental physical or mental injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including the failure to provide adequate food, clothing, shelter or medical care, by a person responsible for the child's health or welfare.

A "Person responsible for a child's health or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by Title 10, Section 402 of the Oklahoma Statutes.

"Sexual abuse" includes but is not limited to rape, incest and lewd or indecent acts or proposals, as defined by law. "Sexual exploitation" includes but is not limited to allowing, permitting, or encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts as defined by state law.

The school principal, the reporting employee, and any other employees whom the school principal believes may have had the opportunity to observe the student shall review the available information and indications of abuse. The school principal shall report the suspected abuse to the county office of the Department of Human Services for the county where the student resides if the school principal determines that there is reason to believe the student has been abused. The school principal shall advise the other employees and the Superintendent of the decision.

If any employee involved in the review believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of the Department of Human Services, with or without

the concurrence of the other employees involved. The employee making the report shall notify the school principal and the Superintendent.

If the Department of Human Services office is notified of suspected abuse by telephone, the oral report shall be followed by a written report from the school principal or other employee making the telephone report containing the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information.

All information or documents generated by the School District in regard to the matter are confidential, shall not be disclosed except to investigators of the Department of Human Services, the School District's attorney, or the district attorney's office or other state or federal officials in connection with the performance of their official duties, and shall be maintained by the school District in a file separate from the student's general file.

At the request of appropriately identified investigators of the Department of Human Services or the district attorney's office, the school principal may permit the investigators access to a student whose suspected abuse has been reported by a school employee. The principal, or a designated counselor or teacher must be present, but shall not participate in the investigator's interview with the students.

Oklahoma law provides that any school employee who in good faith and exercising due care makes a report to the Department of Human Services, or allows access to a child by persons authorized to investigate a report concerning the child, shall not be liable in damages to any person in the event the report is inaccurate.

Gun-Free Schools

It is the policy of the Caddo Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or fire arm silencer; or (d) any destructive device including any explosive, firework, incendiary or poison gas, bomb, grenade, rocket having a propellant charge or more than four ounces,

missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below.

“any pistol,, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the appropriate principal.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment with administrator's prior approval. Administrators may possess firearms for the purpose of protecting the students and staff during an emergency.

Harassment, Intimidation, and Bullying Policy

“Harassment, Intimidation, and Bullying” means any gesture, written or verbal, 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. The policy of this school district is to prohibit any harassment, intimidation, and/or bullying for the protection of our students and staff alike on any school property and/or at any school event. Any violation of this policy will fall under the district's discipline policy at the discretion of the building principal.

School Lunch and Breakfast Program

Wholesome food is provided in the school cafeteria at a very reasonable cost to students. A free and reduced breakfast and lunch program is also available for those who qualify. Applications for the free and reduced rate meal program may be obtained by contacting Heather Weaver (367-2208). Student's lunch and/or breakfast charges should not exceed three days before payment is made. If a student exceeds three days without making payment, parents will be notified.

Notification of AHERA

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

Moment of Silence

In accordance with state law, each class will observe 60 seconds of silence for students to engage themselves in silent prayer, reflection, meditation or some other silent activity.

Community Use of Facilities

The Board of Education allows use of school facilities. The cafeteria may be checked out by the Superintendent. The cafeteria requires a \$10.00 deposit and a \$25.00 per hour use fee for custodian help. Persons using any school facilities are responsible for all damages incurred, loss of school property, and for cleaning the facility.

College Visitation Days for Seniors

Seniors will be allowed three days to visit colleges and universities at the discretion of the principal.

School Sponsored Activities and Dances

All students representing the Caddo School System will be expected to observe all rules and requirements of the sponsor and the school. All current school rules apply at all school sponsored activities, whether at home or away. The school will sponsor a maximum of three dances and the prom.

Only Caddo students will be allowed at the three regular dances during

the school year. Students will be allowed to bring dates from outside the school for prom if approved by the principal, but a request must be officially made to the high school principal on a form that is available in the principal's office. Caddo Students are responsible for the behavior of prom dates from other schools.

Tobacco, Alcohol, and Narcotics

Since it is against the law for students to be in possession of any of these substances, Oklahoma and Federal statutes and local Board policy shall be followed in dealing with violators. The Board of Education and the administration recognize and believe that the possession and/or use of illicit drugs and/or alcohol is unlawful and harmful to the health of students. For further information, read the rules for students regarding drugs and alcohol under the Drug- Free Schools and Communities Act Amendments of 1989.

Rules for Students Regarding Drugs and Alcohol

A. Illegal and Illicit Drugs and Alcohol

1. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
2. Students are prohibited from using, being under the influence of, possessing, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or other mood altering substances at school, while on school vehicles or at any school sponsored event.
3. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood altering substances" includes glue, paint, aerosol sprays, and similar substances.
4. Violation of this rule will result in imposition of disciplinary measures which may include suspension for the remainder of the semester and the following semester.
5. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

B. Necessary Medications

1. Students may not retain possession of and self-administer any medication at school for any reason with the exception of medication inhaled for asthma and only after submitting the necessary documentation to the building principal.
2. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver, upon arriving at the campus, such medication to the building principal with a note from the parent/guardian indicating how much of the medication will be

taken and how often it will be taken. All such medication will remain in the office and will be administered in the office.

3. Violations of this rule will be reported by the principal to the student's parents and may result in disciplinary action which can include suspension.
- C. Distribution of Information regarding Counseling and Rehabilitation
1. Information concerning drug/alcohol counseling, and rehabilitation and re-entry programs in this geographical area is available from the building principal or counselor.
 2. Copies of these rules shall be provided to all students and their parents at the beginning of the school year or upon enrollment.

Policy for Reporting Students Suspected of being Under the Influence

The Board recognizes the complexity of problems which may be associated with student drug abuse. The concern is for the well-being and best interest of students at all times. Therefore, the following procedures will be utilized by teachers and administrators in reporting students who appear to be under the influence of non-intoxicating beverages, alcoholic beverages, or controlled dangerous substances.

When it appears to a teacher from personal observation in the classroom that a student may be under the influence of non-intoxicating beverages (beer), alcoholic beverages, or controlled dangerous substances (drugs), the teacher will report the matter in writing to the school principal or to his/her designee. Whenever possible, the teacher should attempt to obtain a corroborative observation from another teacher.

The teacher's report will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher concluded that the student appeared to be under the influence of non-intoxicating beverages, alcoholic beverages, or controlled dangerous substances.

The principal or his/her designee will immediately notify the superintendent or his/her designee of the report. The principal or his/her designee will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will promptly be confirmed in writing.

A copy of this policy will be delivered to each classroom teacher.

Smoking and Use of Tobacco Products Policy

The Board of Education of the Caddo School District recognizes that it is the public policy of this State (as detailed in OK State. Tit. 21, SS 1241 and 1242) that the use of tobacco products by minors should be discouraged. The Board is concerned by the evidence of health risks from smoking and the use of smokeless tobacco products and believes that a part

of its obligation to the patrons and students of the school district is to provide a school environment which is not only physically healthy and safe but which encourages the formation of healthy personal habits by the School District's students. The Board also recognizes its obligations to School District employees and guests pursuant to OK State title. 63, SS 1-1521 et seq. In light of these concerns and obligations, the Board has determined that the following regulations regarding smoking and the use of tobacco products are in the best interests of the students, employees, and patrons of the school district:

Regulations

1. The possession, use, or distribution of tobacco products in any form by students is prohibited on or in School District property, including School District vehicles, and at any School District sponsored activity or function, whether occurring on or off School District property.
2. Any student using, possessing, or distributing tobacco products in violation of paragraph one (1) will be subject to appropriate disciplinary measures, including suspension, pursuant to the Board's policies regarding discipline.

Students' Right to Privacy (Lockers and Desks)

Students have no reasonable expectation of privacy towards school officials in school lockers, desks, or other school property

Locker Search and Seizure Policy

1. In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access to all school property, including lockers, desks, etc., assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers. Thus, although students have privacy rights in their locker contents regarding other students, they do not have privacy rights in their locker contents regarding school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library books and/or missing textbooks. In addition, school administrators may open and examine student lockers for general and specific inspections at any time.
2. "Sniffer" dogs may be properly used to discover narcotics and dangerous drugs concealed in school property assigned to students.

3. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
4. Items which cause a disruption or interference with the educational process may be temporarily removed from student possession.

Student Search and Seizure Policy

The school principal or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item of which possession by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

1. **Reasonableness:** The decision to search must be based upon a reasonable suspicion that (a) a violation of the law or school rules has occurred or is occurring; (b) the student to be searched has committed the violation; and (c) particular evidence of the violation will be discovered in the search.
2. **Determining whether a suspicion is reasonable:** In deciding whether a suspicion is reasonable, all of the circumstances surrounding the case should be considered, including the following: (a) the student's age, history, and record in school; (b) the prevalence and seriousness of the suspected violation; (c) the school official's prior experience in detecting the problem or recognizing student behavior; (d) the need to make a search without delay and further investigation (e) the specificity and source of the information used as justification for the search; and (f) the particular teacher or school official's experience with the student.
3. **Scope of the Search:** The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation, and (a) another authorized person shall be present as a witness, of the same sex as the student if practicable. (b) No student's clothing, except cold weather outerwear may be removed prior to or during the search. Students may be required to empty their pockets. Strip searches are prohibited.
4. **Discovered Items:** Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for

disposition as they see fit. In addition, (a) items which are used to disrupt or interfere with the educational process may be temporarily removed from the student.

5. **Refusal to Submit to Search:** A student who refuses to peaceably submit to a search based on a reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.
6. **Reports:** The person conducting the search shall prepare a report to be maintained by the principal, including the date, time, place, names of witnesses, purpose, basis, and results of the search.

Policy Prohibiting Hazing

Hazing is prohibited by school policy.

1. "Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including, but not limited to, physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.
2. No organization having student members which is sponsored by the school district or which is permitted to hold meetings or other events on School District property (a student organization), and no student member of a student organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to hazing activity.
3. Students violating the prohibition in paragraph 2 shall not be permitted to participate in any extra-curricular activity sponsored by the school district for a minimum of three school months, shall be subject to disciplinary action which may include suspension, and shall be referred to local law enforcement authorities for prosecution.
4. Student organizations which violate the prohibition in paragraph 2 shall forfeit all rights, privileges, and recognition from the School District for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.
5. This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored student organizations.

Homework Policies

The Board recognizes that homework is part of the curriculum. Homework is to be given to help ensure that students have the ability to do the work that is given in classroom instruction. Homework is not to be given as a burden as we recognize that students have outside interests. All work assigned to students, whether it be homework, class work, or a test, will be graded by the teacher.

Policy for Making up Missed Assignments

Students who miss school due to reasons other than truancy will be given one school day for each day missed to make up and submit assignments.

Access for Limited Student Forums

The Board of Education of the Caddo School District is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise be of benefit to students and that the policies of this School District should further students' opportunities for participation. In allowing and furthering student activities and organizations, the Board is mindful of the dictates of the United States Constitution and the Federal Equal Access Act. This policy is adopted to implement these goals.

School Closing Announcements

KSEO and KLBC radio and KXII and KTEN TV will broadcast news of unscheduled school closings.

Non-Discrimination Policy

It is the policy of the Caddo Public Schools to provide equal opportunities without regard to race, color, religion, national origin, political affiliation, sex, handicapping condition or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services and employment.

Grades and Grading

Caddo Elementary and Senior High Schools utilize a 4.0 grading system.

D= 1.0 C=2.0 B=3.0 A=4.0

Grades are computed using the following scale: G.P.A. Computation

60-63 D-	64-66 D	67-69 D+	60-69=D
70-73 C-	74-76 C	77-79 C+	70-79=C
80-83 C-	84-86 B	87-89 B+	80-89=B
90-93 A-	94-96 B-	97-100A+	90-100=A

Promotion and Grade Classification

In grades seven and eight, each student must pass five courses to be promoted to the next grade. **Eighth grade students who do not pass at least five (5) courses will not be eligible to participate in promotion ceremonies at the end of the school year.**

Each student in grade nine shall earn at least six credits in order to be classified as a sophomore.

All students classified as sophomores must have earned a cumulative total of ten credits in order to be classified as a junior.

All students classified as juniors must earn a cumulative total of fifteen credits to be classified as a senior.

Proposed Guidelines for Proficiency Based Promotion

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. s 11-103.6:
 - a. Social Studies
 - b. Language arts
 - c. The Arts
 - d. Languages
 - e. Mathematics
 - f. Science
3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
4. Beginning with the 1995-96 school year, this opportunity will be provided at least twice each school year.
5. Qualifying students are those who are legally enrolled in the local school district.
6. The District may not require registration for the proficiency assessments in multiple subject areas.
7. Students will be allowed to take proficiency assessments in multiple subject areas.
8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.

9. Exceptions to standard assessment may be approved by a local school district for those students with disabling conditions.

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
2. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
3. Failure to demonstrate proficiency will not be noted on the transcript.
4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
5. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
6. Units earned through proficiency assessment will transfer with students among school districts in the state of Oklahoma.

Proficiency assessment will measure mastery of the priority academic student skill in the same way that curriculum and instruction are focused on the Priority Academic Student Skills. In other words, assessment will be aligned with curriculum and instruction.

Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to the following:

1. Individual instruction
2. Correspondence courses
3. Independent study
4. Concurrent enrollment
5. Cross-grade grouping
6. Cluster grouping
7. Grade/courses advancement
8. Individualized education programs

Each school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district each year.

1. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be available upon request.
2. Appropriate notation will be made for elementary, middle level, and high school students satisfactorily completing a 9-12 high school curriculum area. Completion may be recorded with a grade or pass. This unit will count toward meeting the requirements for the high school diploma.

Gifted and Talented Program

The objectives of the gifted and talented program are as follows:

1. To help the student to graduate with higher working skills
2. To initiate the feeling of responsibility towards the community to make it a better place to live.
3. To encourage students to initiate or refine lifelong habits of learning.

Placement in the program will be determined by a placement panel based on the following criteria.:

1. National Standardized Ability test (cognitive ability) in the 97th percentile.
2. Parental consent
3. Student's desire and interest to be in the program

Steps Required for Addressing the School Board

1. Anyone wishing to address the Caddo Board of Education must submit a written request at least seven days prior to a regularly scheduled meeting.
2. The request must outline the purpose as to the reason or reasons for addressing the Caddo Board of Education.
3. The request is to be submitted to the superintendent in order to be placed on the agenda.
4. In the event that more than two people are wishing to address the board concerning the same topic, a single spokesperson will need to be chosen to speak on behalf of the group.
5. Ten minutes will be the time allotted to address the Board.
6. The Board reserves the right to meet in executive session if the request is in regard to students or employees of Caddo Public Schools.

REGULATIONS REGARDING ATTENDANCE

No single factor does more to ensure a student's successful progress in school than regular attendance. The purpose of this policy is to provide uniformity in student attendance recording and to explain the penalty assessment for absenteeism in the secondary schools in this system.

Absences

A student who has more than ten absences in a one-semester grading period will receive an “I” for Incomplete in any subject in which he or she exceeded ten absences. Students who have more than ten absences will be notified prior to the last day of the semester and will be given an opportunity to address an attendance review committee to apply for waiver of some or all absences. The committee will be comprised of the principal, counselor, and three teachers. The principal will select the members of the committee and will make an earnest attempt to have different teachers on the committee each semester. Absences may be waived by the committee for the following reasons:

- 1) Long term illness and/or hospitalization verified by documentation from a licensed health care provider, in the form of medical records or letters written or typed on official letterhead.
- 2) frequent medical treatment which is required for rehabilitation of an injury and is verified by documentation from a licensed health care provider
- 3) long term illness or hospitalization of an immediate family member as documented by a licensed health care provider
- 4) death of an immediate family member
- 5) Regular dental treatment required for treatment and/or correction of a particular dental condition for which regular treatment is required.
- 6) any circumstance which a majority of the committee deems unavoidable

It is the responsibility of the student to provide all documentation to the committee at the time application for waiver is made. **The decision of the committee will be final.**

Students who fail a subject due to absences will be awarded an (I) for incomplete. If a student fails for attendance reason, but was already failing a course, the student will be awarded his or her actual grade.

Ten Day (CLASS PERIOD) Rule.

A. The maximum number of absences for activities, which remove a student from the classroom, shall not exceed ten for any one class period.

1. Excluded from this number are state and national levels of school sponsored contests.

a. State and national level contests are those for which a student must earn the right to participate.

b. Sponsors should develop eligibility criteria that are consistent with the goals of the activity program and local community expectations. Criteria for earning the right to represent the school in any state or national level contest shall

be submitted in writing by local school sponsors and approved by the local board.

c. Exceptions will be considered only if extreme circumstances exist that create undue hardships upon the participating schools and after the approval of the appropriate agency.

d. Each local board of education shall, prior to the beginning of each school year, decide what contests are to be considered state and national levels of participation (taking into consideration Career Technology and OSSAA approved/sanctioned activities). These contests shall be included in the approved board minutes.

2. Determination if contest is exempt from rule.

a. Questions to consider:

(1) Is the contest a state or national level contest?

(2) Is the student participating in the contest?

(3) Did the student earn the right to participate in the contest?

b. If the answer to all of the above three questions is yes, then contest is exempted from the ten day (class period) rule.

c. If the answer to any of the above three questions is no, then the contest is not exempted from the ten day (class period) rule.

B. Each local board of education shall appoint and approve, at the beginning of the school year, an Internal Activities Review Committee.

1. The Internal Activities Review Committee should be at least a five (5) person committee which includes at a minimum the following positions:

a. Principal/Administration

b. Regular classroom teacher (Core-Subject)

c. School Counselor

d. Social Worker

e. Parent

The Internal Activities Review Committee is responsible for reviewing and recommending any deviation of the activities attendance policy to the local board of education.

a. The local board of education shall have final authority in deciding if a student's deviation from the ten day (class period) rule shall be approved.

b. Any deviation from the ten day (class period) absences rule shall not exceed five days (class periods).

c. Any absences exceeding the ten day (class period) rule, and not approved as a deviation (not to exceed five days/class periods) by

the Internal Activities Review Committee and/or the local board of education, will result in the student being counted as not in attendance for that day.

Regulations Regarding Activity Absences

No student will be absent from any one class period for more than ten (10) days per school year to participate in school activities. Contests or activities at the state or national level will not be considered an absence for purposes of determining the number of activity absences. Students who exceed 10 activity absences and desire to miss school for an additional activity or activity may appeal to an internal review committee appointed by the superintendent. The committee may allow additional activity absences if the student has a grade point average of at least 2.5 for the semester grading period in which the appeal is made. In addition, the student must have no more than five non activity absences for the semester in which the appeal is made. **Students will not be allowed to participate in school activities if they have had failing grades for two or more weeks at the time grades are checked for eligibility.**

Truancy

Any student who leaves school without permission of the principal (or office secretary in the absence of the principal) or who intentionally misses any part of a class for a reason considered not valid by the building principal will be considered truant. Truancy will result in the following disciplinary measures being taken:

- | | |
|--|------------------------|
| 1. 1 st offense | After School Detention |
| 2. 2 nd and 3 rd offense | 3 days ISD |
| 3. 4 or more truanancies | 3 days suspension |

Tardies

A little late is too late! Students who are not seated when the tardy bell rings will be considered tardy. A tardy will be considered excused only if the student has been detained for a valid reason by another teacher or by the principal and has been given a note to give to the teacher whose class the student is late for. Repeated tardiness will result in the following disciplinary actions:

- | | |
|----------------------|--------------------|
| 1. 3 tardies | one hour A.S.D. |
| 2. 4 tardies | one hour A.S.D. |
| 3. 5 tardies | two hours A.S.D. |
| 4. 6 tardies | two hours A.S.D. |
| 5. 7 tardies | three hours A.S.D. |
| 6. 8 or more tardies | one day I.S.D. |

The above disciplinary actions are for total tardies (all class periods combined) in a one-semester grading period. When a student reaches four tardies in a single class, an absence will be assessed for that tardy and for each fourth tardy in that class thereafter for the remainder of the semester.

Policy for Early Departure from 7th Period Classes

High School students who leave their seventh period class early for any reason other than participation in extra-curricular activities will be awarded one absence upon the third early departure and one absence for each additional early departure thereafter.

RULES AND REGULATIONS REGARDING STUDENT CONDUCT, BEHAVIOR, AND DRESS

Student Dress Code

The Board feels that the primary responsibility for dress and grooming should be invested with the parents of students in the school district. However, students should exercise the utmost discretion and self discipline in their dress and behavior to prevent the disruption of the educational process and to uphold the very finest traditions of American school life. In view of this statement, the following rules will be in effect at all Caddo schools:

1. Boys' and girls' hair shall be clean, neat, and well groomed. Hair styles which, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process shall not be allowed. Boys will not wear ponytails.
2. Girls are expected to wear accessories, undergarments, and clothing in keeping with their sex. Girls may wear slacks or jeans and must wear shoes. No half-length or midriff shirts and tops must be of sufficient length to cover the entire midriff. Girls may not wear shirts that are cut low enough at the neckline to expose breast cleavage. Shirts that expose the back are also not permitted.
3. Boys are expected to wear clothing and accessories in keeping with their sex. Boys shall not wear earrings of any description on either or both ears and shall wear shoes. No half-length or midriff shirts may be worn.
4. Students are not to wear "T" shirts with either pictures, logos, phrases, letters, or words that obscene, suggestive, crude, or immoral in the judgment of the school administration. This shall include but shall not be limited to nude/semi-nude figures; pictures or logos of alcoholic beverages, obscene gestures, curse words,

- slang words; portrayal of drugs, drug use or paraphernalia, and figures in suggestive postures.
5. Students are not to wear hats of any kind unless approved by the administration for special occasions. "Hats" should be interpreted liberally and shall include visors, caps, and similar hat-like apparel.
 6. Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and drill team shall be governed by the immediate person in charge of these activities, under the direction of the principal.
 7. Walking shorts may be worn by either sex. However, shorts that fit snug as to reveal the shape of one's anatomy or cycling shorts will not be allowed. No "cutoffs" or short shorts of any kind may be worn. Shorts may not be more than 7 inches above the knee. The measuring of shorts will be done in the principal's office in the presence of a female employee. The student will kneel in a chair and the measurement of the shorts will be 7 inches from where the knee touches the chair to the bottom of the shorts.
 8. Tank tops or muscle shirts are not to be worn by either sex. Tops must cover the entire shoulder.
 9. No facial piercing jewelry (i.e. nose, eyebrows, tongue, etc.) will be worn by Caddo students at school or school activities.
 10. Pants are not to be worn in a "sagging" fashion below the normal waist line.
 11. Chains of any type are not allowed to be attached to clothing or in the possession of students while on school property or at a school activity.
 12. Clothing and accessories that have spikes attached to them are not allowed.
 13. Male students are not permitted to wear make up.
 14. Students are not permitted to wear jeans or any other garments with holes above the knee.

Dress Code for Prom

The student dress code will be less restrictive at prom to accommodate the wearing of formal wear required for the occasion. However, clothing that is overly revealing will not be allowed. A committee of teachers will be assigned each year to preview clothing when a student has questions concerning whether a particular garment is too revealing. **Members of the committee will meet with juniors and seniors no later than January 30th to explain and discuss the dress code for prom.** Students who are in doubt about whether a particular item of clothing will be permitted at prom are strongly encouraged to make an appointment with the preview committee. Students who wear clothing to prom that is considered too revealing will be required to leave.

Participation is limited to students enrolled in grades 9-12 who have approval from the student's school administration. Guests who are attending must be enrolled in public or private school grades 9-12 with the exception of Caddo High School graduates who have not been graduated for more than one year. Students from other schools who have been suspended during the current school year will not be allowed to attend prom. Students attending Prom from Caddo Public Schools must be academically eligible to attend.

Public Display of Affection

At no time during school or at school functions will public display of affection be allowed. This includes, but is not limited to holding hands, hugging, and kissing.

Closed Campus

Caddo Public Schools have a closed campus policy. After a student has arrived at school, he/she must stay at school until the end of the school day unless a parent or guardian calls the principal's office or personally signs the student out. Students who leave early without permission from both the office and a parent or guardian will be considered truant and disciplined accordingly.

Disruption of Classes

Students are never to enter or to visit a classroom to which they are not assigned during normal class time without permission of the principal or a person designated by the principal to give such permission.

Automobiles and Parking

1. Students will park on the student parking lot to the west of the school building in an orderly manner.
2. Students driving automobiles, motor bikes, etc., to school will drive immediately to the parking lot, shut off the motor, remove keys, and exit the vehicle. Students are not allowed to loiter in parked cars or in the parking lot.
3. No vehicle driven to school by a student will be moved from the time it is parked until school is dismissed, unless by special permission of the principal.
4. No one will be allowed to sit in a parked vehicle at any time during the school day.
5. We will discourage passengers riding with student drivers.
6. We will expect all student drivers to operate vehicles within the laws of the state.
7. Driving to school is a privilege that may be taken away by the principal if rules are broken.
8. No student will be allowed to drive a school-owned vehicle.

9. Permits and insurance verification on vehicles driven to school must be on file in the principal's office before students will be allowed to bring vehicles to school.

Operating a motor vehicle in a manner considered unreasonable or dangerous will result in the following consequences:

1. **First offense: Assignment to After school detention and loss of driving and parking privileges on campus for 15 school days.**
2. **Second offense and each offense thereafter: Loss of campus driving privileges for up to 18 school weeks and out of school suspension for up to 10 school days.**

Bus Rider Rules

Riding a school bus is a privilege, and the privilege may be revoked for not abiding by bus rider rules.

Prior to loading, students should:

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

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of alcohol, tobacco, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own).
6. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles, and keep the aisles clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects in or out of the bus.

11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay, fighting, pushing, or tripping while boarding, riding, or exiting the bus.
13. Be courteous to fellow pupils and to the bus rider.
14. Remain quiet when approaching a railroad crossing.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.
16. The driver has the right to assign seats. Students must sit three to a seat from window to aisle.
17. Students must not use any abusive or profane language to other students or to the driver.
18. No animals (dead or alive), glass or glass containers, sharp objects, ball bats, cutting instruments, etc., will be allowed on the bus without prior permission of the driver.
19. Misconduct will result in disciplinary actions being taken and possible loss of bus riding privileges.

After leaving the bus, students should:

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

Extra-curricular Trips

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

Participation in Extra-curricular Activities

All students participating in extracurricular activities must meet OSSAA requirements. **A student who has a failing grade for two or more consecutive weeks at the time of grade checks will not be eligible to participate in school activities until the beginning of the week in which he or she was passing all classes during the most recent grade check.**

Policy Regarding Driving to Extra-Curricular Activities.

Students will not be allowed to drive to and/or from extra-curricular activities unless a parent or guardian has provided written permission to the office at least one school day prior to the activity to which the student will be driving.

Participation in extra-curricular activities is a privilege provided to students. A student may be excluded from participation in extra-curricular activities for disciplinary reasons.

Cafeteria Regulations

1. Students must walk, not run, in the cafeteria. This includes outside the main building, in the hallways, and in the gym.
2. Students will not cut in line or save places in line for other students.
3. Neither food, drink, nor utensils may be taken from the cafeteria.
4. When finished eating, students are to clean their eating areas and place trash in trash containers.
5. Students are not to cut through the cafeteria during and between classes.
6. Students who bring their lunch must eat it in the cafeteria.

Eligibility for all School Offices

All candidates must have a grade of “C” or above in all subjects. If elected, they must maintain a grade of “C” or better to remain in office. In the event the grade drops below “C”, an officer will be on probation for six weeks. If at the end of that time all grades are not “C” or above, the student will no longer be allowed to serve as an officer.

Electronic Paging Devices

- Except as provided in section 2 of this policy, a student may not possess an electronic paging device while the student is on school premises or while the student is in transit to or from school on a school vehicle or while the student is attending any function sponsored or authorized by the student’s school.
- A student may possess an electronic paging device with the prior written consent of both (a) parent or guardian of the student and (b) the school principal upon a showing, including a statement from the student’s doctor, that the student’s possession of an electronic paging device is required by a medical necessity. The written consent shall be valid only for the remainder of the school year in which it was obtained.
- School personnel shall have the authority to detain and search or authorize the search of any student when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored or authorized by the school upon reasonable suspicion that the student is in possession of an unauthorized electronic paging device shall have the authority to remove the electronic paging device from the student’s possession.
- A student found to be in possession of an unauthorized electronic paging device contrary to this policy may be suspended from school by the school principal for a period not to exceed the current school semester and the succeeding semester.
- The written consent for possession of an electronic paging device shall be maintained in the student’s file. Teachers shall be notified

of those students who are authorized to possess an electronic paging device.

Cell Phones

Cell phones are not to be in the possession of students from the moment the tardy bell rings to begin the first class period until the time the last bell rings to end the school day. Although the School District is aware that cell phones have made keeping in touch much easier, we are also aware of the many uses of the cell phone that can impede the educational process (i.e. ringing during class, use for cheating by text messaging answers to other students, etc.). Students who bring cell phones to school are strongly encouraged to buy a lock for their lockers, lock their cell phones up before the start of the school day, and not touch their phones until the school day ends. A student will be considered to be in possession of a cell phone if the phone is in any location other than a locker during school hours (i.e. in a purse, a book bag, a pocket, etc.). **Students found to be in possession of cell phones during the school day will face the following consequences:**

1st offense	(1 day ISD) parent or guardian notified And must pick up device
2nd offense	assignment to ISD for three 3 days Parent must pick up device
Each offense thereafter	3 days ISD for each offense Parent must pick up device.

Use of Office Telephones

The office telephones are for school business. Student use should be for emergencies only. Students may use the pay phone only with permission from the principal or office secretary. Students may not use the phone during class periods unless the student is ill and is using the phone to get permission from a parent or guardian to leave the school. Exceptions will be made with permission from the principal for emergency situations.

Student Use of the Library

Students are encouraged to use the library facilities provided. Rules for library use are posted on the bulletin board in the library. Please read and follow them. Theft of library materials is a crime.

CHS students doing research for term papers who find they need to use libraries other than our own school library will make arrangements to do so after school or on weekends – not during school time.

Visitors during School Hours

Parents are always welcome at the school; however all visitors are required to stop by the office to check in and to inform office staff of the

nature of the visit. Parents or visitors wishing to conference with a teacher must call the office to set a conference time. Visitors are not allowed to go directly to a class room because doing so interrupts the educational efforts of students and teachers, and we want to keep distractions to a minimum. When a parent needs to check a student out of school for the day, office personnel will go to the classroom and inform the student that he or she is needed in the office. Students are not allowed to have visitors who attend other schools during the school day.

Discipline

The goal of any disciplinary policy should be to correct the misconduct of a student and to promote adherence by that student and by other students to the policies and regulations of the district, regulations that are designed to ensure the best possible education in an environment that is safe, friendly, and conducive to learning.

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Caddo Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that membership demands, including respect for and obedience to school rules.

Discipline will be handled as much as possible in the classroom by the teacher. Each teacher will have a set of rules for his or her classroom. All misconduct will be recorded and filed in the principal's office. Once the student has five misconduct reports filed in the principal's office, the principal will confer with the student, notify the parents and request a conference. If a severe misconduct occurs before the fifth report, the parents will be notified immediately. In the event that all methods of classroom discipline have been exhausted by the teacher, the principal, at his or her discretion, will use the following methods of discipline: noon detention, after school detention, Saturday detention, in-school detention, corporal punishment, and suspension.

Nothing in this discipline explanation shall be construed to deny the student's right to fair and orderly hearings, counsel, and due process in cases which may end in suspension.

The following behaviors will result in disciplinary action which may include suspension:

1. Use or possession of tobacco in any form while riding on school vehicles, while on school grounds or at or while going to and from school events.
2. Fighting
3. Possession or use of alcoholic beverages, non-intoxicating beverages (as defined by law) and/or controlled substances at school, while on school vehicles, or going to or from school events

4. Unacceptable attire (shirts with profane or repulsive words or pictures, tank tops, halter tops, sagging pants, half shirts, see-through garments, or split skirts that do not touch the top of the knee.
5. Cheating
6. Vandalism/theft
7. Truancy
8. Use of threats, physical or verbal abuse, profanity, vulgarity, obscene language, possessing obscene materials or using racial, ethnic, or sexual epithets.
9. Disruption of the educational process or operation of the school.
10. Inappropriate public behavior
11. Possession, threat or use of a dangerous weapon
12. Conduct which threatens or jeopardizes the safety of others
13. Willful disobedience of a request of a school official
14. Failure to attend an assigned detention without prior approval
15. Failure to comply with state immunization requirements
16. Immorality
17. Violation of the school rules and regulations
18. Hazing (initiations) in connection with any school activity
19. Extortion
20. Willful damage to school property
21. Harassment, Intimidation, and/or Bullying

Students in possession of a deadly weapon or any controlled substance could face a suspension of up to one calendar school year.

Detention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Violation of detention rules will result in additional disciplinary action.

Corporal Punishment

Corporal punishment is administered to students according to the following policy:

1. Corporal punishment is a form of discipline used when the infraction by the student is considered serious or is a repeated infraction of school rules.
2. Corporal punishment will be administered by a lead teacher, principal, or superintendent in an office or designated area and in the presence of another certified employee. Punishment must be

- applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.
3. A written report shall be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. The report is to be signed by the staff member involved as a witness.
 4. Corporal Punishment will never be administered to a student whose parent/guardian has indicated on the appropriate form that he or she does not want corporal punishment used on his or her child.
 5. A student whose parents allow the use of corporal punishment may, up to three times per semester, opt to take swats in place of serving one hour of detention.

The first use of corporal punishment will consist of two swats. Subsequent uses of corporal punishment will consist of three swats. Students who refuse corporal punishment will be disciplined by alternate methods. Corporal punishment will not be used more than three times in a nine-week period or four times in a semester.

STUDENT SUSPENSION

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.

When a student violates board policy or a school rule or regulation, and the violation results in suspension, the principal will conduct an informal conference with the student. At the conference, the principal will read the policy, rule, or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of policy, rule, or regulation. The student will be asked whether he or she understands this policy, rule, or regulation and be given an opportunity to fully explain and discuss his/her conduct.

If it is concluded that a suspension is appropriate, the student will be advised that he or she is being suspended and will be informed of the length of the suspension. The principal will immediately attempt to notify the parent by phone and in writing that the student is being suspended from school by the school principal. Elementary and middle school students will not be dismissed before the end of the school day without advance notice to the parent/guardian.

The building principal will assign no more than three 3-day suspensions in a semester. The fourth suspension will result in a 10-day penalty. The fifth suspension in a semester will result in a one-semester penalty.

Immediate Suspension without a Pre-suspension Conference

A student may be suspended immediately without the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, or to school property, or a continued substantial disruption of the educational process. In such cases, a suspension conference with the student and parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conference with Parents

The principal will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference the principal will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

At the conclusion of the conference, the principal will state whether he/she will terminate or modify the suspension. In all cases, the parent will be advised of his or her right to have the suspension reviewed by the superintendent and the Board of Education and be provided directions for doing so.

Limits on Suspension

In no event should a suspension extend beyond the current school semester and succeeding semester. Suspensions should have a definite commencement and ending date; indefinite suspensions are not permitted. It is recommended that suspensions beyond 10 days be imposed only in aggravated situations.

Suspensions should be consistent; that is, one student should not be suspended for a few days and another student suspended for an extended period for the same or similar offense. However, the principal may take previous conduct and previous suspensions of the student into consideration.

Suspensions until the student performs some remedial act are not permitted; however, the student may be advised that a suspension of

definite length will be terminated at an earlier date if he/she performs some remedial act.

Records and Reports

The principal will keep written records of each suspension conference containing the date of the conference, the names of the persons present, and the time and duration of the conference.

Right of Appeal

A parent or the student may appeal the suspensions of 10 or fewer days to an appeals committee consisting of the counselor, three teachers and at least one administrator who is not involved in the suspension of the student. The committee shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the committee will be final.

Method of Appeal to the Superintendent of Schools

1. An appeal must be received within five days after the principal's decision is received by the parent or student, or the principal's suspension decision will be final.
2. If no appeal is received within five days after the principal's decision is received by the parent or student, the principal's suspension decision will be final.
3. The superintendent of schools should hold a conference with the parent or guardian as quickly as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference, the Superintendent of Schools will state whether he/she will terminate or modify the suspension. In all cases the parent/guardian will be advised of his/her right to have the suspension reviewed by the Board of Education and be provided directions for doing so.

Method of Appeal to the Board of Education

1. An appeal to the Board of Education must be requested in writing to the Superintendent of Schools.
2. If no appeal is received within five (5) days after the Superintendent's decision will be final.

Hearing the Appeal

1. The Board will hear the appeal as soon as possible. The Board's decision will be final and cannot be appealed further.
2. The parent and student will be notified in writing of the date, time, and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Suspension Appeal Hearing before the Board of Education

1. The Board President should:
 - A.** Announce that the next agenda item is a suspension review hearing for the student, stating his/her name.
 - B.** Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made part of the minutes of the meeting. If parent/child requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President should advise the parents/child:
 - (A)** That they are entitled to legal counsel if they desire it.
 - (B)** That the administration will present its witnesses first and That after each witness, the parents or their legal counsel will be given an opportunity to cross-examine them.
 - (C)** That the parents/child will be given the opportunity to call any witnesses and present any evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - (D)** That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 - (E)** That the parent/child will ask any questions about the procedure.
3. Following presentation for 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented, school board members may ask the witness any questions.
6. Administration's closing statements
7. Parent's/child's closing statements.
8. Deliberate in private. If the hearing is not in executive

session, the Board may deliberate in executive session only with the permission of the parents or student.

9. Return to open session and vote. (After adopting a motion to:
 - a) confirm suspension
 - b) modify suspension (increase/decrease severity of suspension; or
 - c) revoke suspension

Attendance at School Pending Appeal Hearing

Pending the appeal hearing before the Board, the student will have the right to attend school under such “in-house) restrictions as the principal deems appropriate, except that at the discretion of the principal, if in the judgment of the principal;

1. The conduct for which the student was suspended reasonably indicates that continued attendance by the student pending the appeal hearing would be dangerous to other students or school property.
2. The conduct for which the student was suspended reasonably indicates that the continued presence of the student at the school pending the appeal hearing would substantially interfere with the educational process at the school.

Student Privileges while under Suspension

When a student’s behavior justifies suspension, the student forfeits the privilege of participating school activity or function. In addition **suspended students are (a) not allowed to be on campus without the express written consent of the principal or to (b) attend any school activity during the entire term of the suspension. Students who violate (a) or (b) above will be charged with trespass and face additional disciplinary measures.**

Under unusual or extraordinary circumstances and/or when the student is covered by PL94-142 regulations, the principal and teacher(s) may approve makeup work for which the student will be given credit.

Evaluation of Suspended Regular Education Students for Special Services

The School District will not refer for special education assessment and evaluation on a regular education student who has been suspended for disciplinary reasons to determine if he or she might be disabled.

Suspension of Disabled Students

Federal and State laws regarding suspension of disabled students require school districts to take additional measures in suspensions of disabled students when a disabled student is suspended for more than ten

days consecutively or when more than one suspension of a disabled student results in a cumulative total of more than ten days missed due to suspension. For more information concerning suspension of disabled students or for a copy of laws regarding such suspensions, please see a building principal, the special education director, or any special education teacher.

In-School Suspension

At the discretion of the building principal, students may be suspended from normal school day activities and still remain on campus.

In-School Detention

At the discretion of the building principal, a student may be placed in detention at the in-school detention center at Calera. The parents are responsible for transportation to and from the I.S.D. facility. Students will not be allowed to return to the regular school until the entire time at I.S.D. has been served.

Saturday Detention

At the discretion of the building principal, Saturday detention may be assigned for certain infractions of rules and regulations. Students assigned Saturday detention will be given at least seven days notice of the date on which the detention will be served. Saturday detention is held at the high school from 8:00 a.m. until noon. Failure to attend an assigned Saturday detention on the date assigned will result in a three-day suspension from school. Saturday detention rules will be discussed by the principal at the beginning of each session. Students who violate Saturday detention rules will be required to serve another Saturday detention on the date when it is next in session or will serve a three-day suspension, depending on the nature of the rules violation. Students who are more than 15 minutes late for Saturday detention will be considered absent from Saturday detention and will be suspended for three days.

Clubs and Organizations

Science and Technology Club – Instructor Spencer Phipps

Description – To promote community service and involvement. The science club has been known to assist in beautification projects for the town of Caddo and the annual Heritage Day Celebration.

Fellowship of Christian Athletes (F.C.A.) – Instructor Kent Vernon

Description – F.C.A. meets each Thursday morning at 7:30 a.m. in the High School library. The meetings consist of a prayer and a short bible lesson. F.C.A members will attend functions that fit over time schedules

during the school year. F.C.A is an organization offered to all students who wish to be part of growing experience.

Student Council – Instructor Ashley Doshier

Description – Student council is an organization made up of select students in grades 9-12. These students are elected by their classmates to represent the student body. Members of student council will participate in numerous community activities and be involved in several programs and assemblies throughout the school year.

FCCLA – Instructor Gayla Barreras

Description – FCCLA is a national organization which allows student to learn many skills outside of school. Student will learn how to cook, clean, sew, and learn about life skills that will stay with them for the rest of life. Members of FCCLA will attend monthly meeting and earn opportunities to attend many events throughout the school year and a chance to attend state FCCLA convention. Officers are elected by the members in order to maintain unity throughout the chapter.

FFA – Instructor Donnie Beshear

Description -- Future Farmers of America is a national organization which allows students to participate in numerous activities, programs and events throughout the year. Students are very involved with livestock, land judging, welding, horticulture and speech programs. FFA is an organization in which officers are elected and attend leadership conferences, state convention, and public speaking events throughout the year.

Parents who wish to have their students excluded from any club or organization must submit a written statement to the building principal and the instructor of the club or organization.

Internet Usage Policy

Internet access is now available to students and teachers in Caddo Public School District. The Internet offers vast, diverse and unique resources to both students and teachers. The goal in providing the service to teachers and students is to promote educational excellence in the Oklahoma Public Schools by facilitating resource sharing, innovation, motivation, collaboration and communication, self-directed learning, personalized instruction and research.

Terms and Conditions

Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers will have access to the following:

1. Electronic mail communication with people the world over.
2. Information and news.
3. Public domain software and shareware of all types
4. Topics ranging from diverse cultures, to the environment, to music, to politics.
5. Access to many university catalogs.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

Caddo School District and the Oklahoma State Department of Education (SDE) have taken available precautions to restrict access to controversial materials. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities in collaboration, exceed any disadvantages. Ultimately, parents/guardians of minors are responsible for settling and conveying the standards that their children should follow when using media and information sources. To that end, (This) Public Schools support and respect each family's right to decide whether or not to apply for access.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a district user violates any of these provisions, his or her access will be terminated and future could be denied. A signature on the Internet User's Form legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Internet Safety Regulations

The District shall endeavor to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with the Children’s Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)).

Definitions

The following key terms are as defined in the Children’s Internet Protection Act:

1. “Technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
 - A. “Obscene,” as that term is defined in section 1460 of title 18, U.S.C.:
 - B. “Child pornography,” as that term is defined in section 2256 of title 18, United States Code; or
 - C. Harmful to minors.
2. “Harmful to minors” means picture, image, graphic image file, or other visual depiction that:
 - A. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - B. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - C. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
3. “Sexual act” and “sexual contact” have the meanings given such terms in section 2246 of 18, United States Code.

Blocking Access to Inappropriate Material

1. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
2. Specifically, as requires by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

3. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Prohibiting Inappropriate Network Usage

1. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when electronic mail, chat rooms, instant messages, and other forms of direct electronic communications.
2. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
 - a. Unauthorized access, including so-called 'hacking', and other unlawful activities; and
 - b. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

1. It shall be the responsibility of all teachers and administrators to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Act, and the Protecting Children in the 21st Century Act.
2. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designed representatives.

Assignment Plan for Suspended Students

The school's primary goal is to keep students in a learning environment. The discipline schedule allows for the use of an alternative setting for punishment prior to the suspension from of a student. Suspension in most cases is the last resort used when a student will not adhere to district policies on proper school conduct.

Suspension of a student will be by the authority of the superintendent, principal, or assistant principal and will either be a short term of 1-3 days or a longer term of 4-10 days of suspension. The use of suspension is to modify a student's behavior and not to punish their education. Students on short term(1-3 DAYS) suspension will be allowed to make up any work missed, but is the responsibility of the student's parents to contact their teachers and turn in the assignments

day to day basis throughout the suspension. Failure to do so will result in zeros for those assignments.

In the case of the longer-term suspension (4-10 DAYS), the student will also be allowed to make up any assignments missed, the parents will again make arrangements with the student's teacher to set up a time and place to receive and return assignments for school credit on a day to day basis throughout the term of the suspension. If not returned according to the assignment plan for suspended students he/she will receive zeroes on all assignments missed.

HARASSMENT, INTIMIDATING, BULLYING AND HAZING INVESTIGATING REPORTED INCIDENTS

No student in this district will be subject to hazing, harassment, or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation, and bullying by students at school and/or by 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.

This policy will be included in the student handbook that is distributed to each student each year.

Harassment, Intimidation and Bullying

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, 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, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's education mission or the education of any student. This type of conduct includes, but is not limited to, gestures, written or verbal, or physical acts or electronic communications.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

“Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer (cyber bullying).

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior

1. The following conduct, as defined and specified above, by any person or persons or the property thereof is specifically prohibited by the district:
 - a. Harassment
 - b. Intimidation
 - c. Bullying

The above prohibits apply to such conduct at school and/or by electronic communication and 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, bullying or intimidation at school.

2. Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student’s teachers or to the student’s school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.
3. Upon notification of such an incident by the student or student’s teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.
 - a. The alleged incident shall be documented in writing by the principal.
 - b. The investigation shall be made in a timely fashion.
 - c. At the principal’s discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of other district officials who may

- be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
 - d. Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating; evaluating and responding to such matters (See policy 408).
- 4. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.
 - a. Sanctions and various options for control and discipline of the students which may be considered and/or implemented are set forth in the school's disciplinary policy (See policies 715,718 and associated regulations).
 - b. In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.
 - c. Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy (See policies 715, 718 and associated regulations)
- 5. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation or bullying, or the like that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

Hazing

It is the policy of Caddo School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

Foreign Exchange Student Policy

CADDO PUBLIC SCHOOLS DISTRICT I-005 POLICIES FOR ADMISSION AND ENROLLEMENT OF EXCHANGE STUDENTS IN CADDO PUBLIC SCHOOLS

The purpose of admitting exchange students in Caddo Public Schools is to enhance their cultural and academic background by participating in an American school program for two full academic semesters. The experience of living with a host family and the exposure to the amenities of the community will enrich the cultural horizon of the exchange student.

The maximum length an exchange student may be enrolled is two full academic semesters during one regular school year. The regular school year will consist of the Board approved calendar to begin in August or after and end in June or before. Exchange students will not be enrolled for less than one full academic year.

The exchange program organization sponsoring the student must be authorized by the U.S. State Department, in accordance with the administrative regulations issued under the mutual Education and Cultural Exchange Act of 1961. The exchange program must comply with all current regulations of the U.S. State Department.

Guidelines are:

1. All exchange students must apply for admission and be approved before August 1st of the year they are to attend Caddo Public Schools.
2. All exchange applicants must have a J-1 visa for the duration of their exchange placement in Caddo Public Schools. Any other type of visa will not be accepted.
3. All applicants must be enrolled in a secondary school program in their country of residency and must be between the ages of 15 and 17 at the time of enrollment in Caddo Public Schools. Applicants who have graduated from an equivalent of high school are not eligible for admission to Caddo Public Schools.
4. Applicants must have appropriate academic credentials, a grade of B or better average in their high school program, written evidence of appropriate behavior, and the ability to adapt to a different school and living environment.
5. Applicants must demonstrate ability to function academically in English without ESL support.
6. Applicants must meet Oklahoma State Health requirements for enrollment in public schools.

7. Applicants must live with a host family that is a resident of the Caddo Public School District I-005. Transfers will not be accepted for exchange students.
8. Only two exchange students per full academic year will be granted admission to Caddo Public Schools.
9. Applicants must comply with all rules, regulation and policies of Caddo Public Schools during their enrollment.
10. Exchange applicants must submit prior to August 1st of the year to enroll a student profile containing biographical data, activities, achievements and interests; teachers and counselors' comments in regard to the student's abilities and academic background, work habits, ect., school letter in regard to the student's behavior and ability to adapt to changes and any other related information.
11. The host parent or parents will accept all responsibility of the exchange student while enrolled as a student at Caddo Public Schools and will ensure compliance with the policies of the District I-005 and the exchange organization.

