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WELCOME and INTRODUCTION

I would like to welcome the students and parents to Claremore Public Schools and assure you that every effort will be made by the administration and faculty to insure a quality education for every student.

The traditions at Claremore High School are well established in the academic and extra-curricular areas which are evident by the local, state and national winners we have each year. I hope that every student will take the time to become a member of an organization or athletic team and help add to our Zebra traditions.

We intend for Claremore High School to have a positive impact on your life and create memories that will last forever. *Todd Steidley, Principal*

MISSION STATEMENT

Recognizing that the family is a primary influence in the development of the individual, Claremore Schools will empower all students, through their learning experiences, to be productive and responsible citizens in an ever-changing world through a strong and effective partnership among educators, parents and community.

CLAREMORE PUBLIC SCHOOLS BELIEFS

WE BELIEVE THAT:

- Mutual respect enhances learning opportunities.
- Parents and teachers are partners.
- All children can experience some level of success.
- Trial and error is a valuable tool in the learning process.
- Learning is not a job, but an experience.
- Teachers are not merely "instructors"; they are guides, guiding children into learning on their own.
- Motivation is internal for all persons and is influenced by experiences, beliefs, and expectations.
- All individuals are responsible for their own actions.
- Education does not begin or end at school.
- Higher expectations yield higher results.
- The issues of education are the responsibility of everyone.
- All children deserve equal opportunity for success.
- All people have a desire to succeed.
- The family is the primary influence in the development of the individual.
- Teachers are role models.
- All aspects of a community aid in the education of its children.
- All individuals have worth!

GRADUATES OF CHS WILL BE

- Effective communicators who can speak and write appropriately to communicate factual information and ideas.
- Critical thinkers, who can look at a problem, understand the necessary tools and resources available, plan how to solve it, and execute the plan.
- Responsible learners who have the motivation for lifelong learning.
- Self-directed learners who establish and pursue a goal.
- Creative thinkers who can suggest and implement a new idea.
- Cooperative citizens who interact effectively within a diverse society to solve collective problems.
- Conscientious citizens with caring attitudes who display responsibility, honesty and integrity to improve the quality of life in their social and natural environment.
- Productive individuals who can combine all these characteristics with the knowledge/skill base they learned in school to complete tasks..

We will achieve these outcomes with this three-part foundation:

Basic Skills: Reading, writing, performing mathematical operations, listening and speaking.

Reading – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

Writing – communicates thoughts, ideas, information, and messages in writing; and creates document such as letters, directions, manuals, reports, graphs, and flow charts.

Mathematics – analyzes data, chooses an appropriate technique to solve a problem, and correctly performs the necessary computation.

Listening – receives, attends to, interprets, and responds to verbal messages and other cues

Speaking – organizes ideas and communicates orally.

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

Creative Thinking – generates new ideas.

Decision Making – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.

Problem Solving – recognizes problems and devises and implements plan of action.

Seeing Things in the Mind's Eye – organizes, and processes symbols, pictures graphs, objects, and other information.

Knowing How to Learn – uses efficient learning techniques to acquire and apply new knowledge and skills – becomes a lifelong learner.

Reasoning – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.

Responsibility – exerts a high level of effort towards a goal and perseveres.

Self-Esteem – values self-worth and maintains a positive view of self.

Sociability – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings: know his/her heritage and the heritage of other cultures and have discovered the interconnectivity of our world.

Self-Management – assess self accurately, sets personal goals, monitors progress, and exhibits self-control.

Integrity/Honesty – chooses ethical courses of action.

2009-2010 SCHOOL CALENDAR

August 13 & 17	Teachers Report (2 Prof. Days)
August 19	Students Report
September 7	Labor Day Holiday – No school
September 28	Professional Development - No School
October 1	Parent/Teacher Conference 4:30 – 8:00 pm
October 14	Parent/Teacher Conference 8:05-11:30am (No School) 1 st block ends
October 15-16	Fall Break – No school
October 19	2 nd Block begins
November 25-27	Thanksgiving Holiday – No school
December 21 - January 1	Holiday Break – No school
January 4	Prof. Day / Contract Day – No school
January 5	Students Return
January 8	2 nd Block Ends/First Term Ends
January 11	3 rd Block begins/2 nd Term Begins
January 18	Martin Luther King Day – No school
February 15	President's Day – No school unless needed for Snow Day
February 18	Parent/Teacher Conference 4:30 – 8:00 pm
March 11	Parent/Teacher Conference 4:30 – 8:00 pm

March 12	3rd block ends
March 15-19	Spring Break – No school
March 22	4 th Block begins
March 25	ZAP 4:30-8:00 pm
March 26	ZAP 8:00-11:30 am No School for JH and HS
April 2	Good Friday (No School – Professional Dev. Or Snow Day)
May 26	4 th Block/Second Term Ends – Last day for students
May 27	Contract Day for teachers 8:30-11:30 am
May 28, June 1&2	Snow Days (if needed)

TERMS AND DEFINITIONS

BLOCK → One nine week period of instruction at the end of which one half (1/2) credit is awarded. (Equal to credit received for a traditional semester)

TERM → A two-block period of instruction – traditionally referred to as a “semester.” The school year is divided into two “Terms.” Term one consists of blocks one and two. Term two consists of blocks three and four.

ENCORE → An instructional period of time (20 minutes) at the beginning of the school day which is to be utilized for tutoring, remediation, make-up, etc. Students not required or wishing not to attend are allowed to be in the cafeteria.

CLASS BELLS

First Bell.....	8:00	First Lunch.....	11:00-11:25
Encore.....	8:05-8:25..	Second Lunch.....	11:30-12:00
First Period.....	8:30-9:55	Third Period.....	11:30 - 1:30
Second Period.....	10:00-12:00 ..	Third Lunch.....	12:15-12:45
		Fourth Period.....	1:35 - 3:00

CLOSING DUE TO INCLEMENT WEATHER

Parents and students are asked to listen to KNGX radio station, 91.3 FM, and TV stations for notification of school closing due to ice or snow. Announcements will be made beginning at 6:30 a.m. School will not be dismissed early due to weather conditions. Parents may also call the Superintendent’s hotline number which is 343-1100 and enter code 1000.

PARENT VOLUNTEERS

The parent volunteer program is vital to the every day operation of Claremore High School. The volunteers help with office work, typing for teachers, as library assistants and in other areas as needed. If you are interested in giving some time, there is a place for you within this program. Please contact Georgi Bruce, Claremore Schools coordinator at 699-7342. You may also call CHS at 341-0724.

STUDENT INFORMATION

ATTENDANCE POLICY

Definitions:

Excused Absence- Absence from school for school business, illness confirmed by a doctor’s note, court appearance, funeral of an immediate family member, or jury duty.

Unexcused absences- Explained and unexplained/ truant absences are considered unexcused absences.

Explained absence- Absence from school where a parent or guardian calls the school to explain the absence, but none of the reasons listed under excused absence applies.

Unexplained absence/ truant- Absence from school for which no parent contact to the school is made or in which the child leaves school grounds without prior parent knowledge.

Claremore Public Schools recognizes regular attendance as necessary for continuity of instruction and to maintain a positive learning environment. In accordance with Oklahoma state law, students must not be absent or tardy 4 days in a 4-week period, or 10 days in a semester without valid excuse. In addition, students with 8 or more unexcused (Explained and/or Unexplained) absences in a block in one or more

classes will fail all of the classes in which they are enrolled. Although the attendance officer monitors the absences of all students, it shall be the parent's and student's responsibility to keep track of the number of absences the student has. Students exceeding the absence limits expressed in the law will be referred to the District Truancy Officer to investigate as appropriate. It is possible that the parent or guardian could be required to appear in court, fined, or both for their child's truancy.

Furthermore, it is the parent's/guardian's responsibility to contact the school when their son or daughter is absent. Absences that are not verified may be considered truancy. A student is truant if the student is absent without proper excuse from his assigned place. Home suspension is an excused absence.

A student who will experience a lengthy absence (more than two weeks) due to illness or injury should contact his/her counselor.

Student participation in school-sponsored events is considered an excused absence from school. The Board also recognizes that students may miss class due to attending local civic clubs as student of the month or for an occasion which is an honor for the students selected. These and similar occasions, when approved by the building principal, are to be considered school business and not absences. Absences due to attendance at state or national workshops and conferences which are educational in nature may be excluded at the discretion of the administration.

Seniors may have a maximum of two (2) days during the school year to visit colleges or tech educational schools. These visits must be pre-arranged with counselors and the attendance office. The student should return with verification from the institution visited.

Students with chronic medical problems for which Individual Education Programs (IEP) have been developed will meet the attendance requirements as stated on the IEP.

Although it is the parent's responsibility to know the number of absences of their student, the attendance officer will notify the parent or guardian when he/she has accumulated 5 absences in a block. This notice is to be given as soon as practical after these absences. The address of the student shall be the address on the school records. It is the responsibility of the parent to make certain the address is current.

Make-Up Work Allowed: At least one day will be allowed for each day not in attendance to complete the make-up work. It is the student's responsibility to get assignments following an absence during Encore the day he/she returns to school. If a student knows in advance of the absences, it is the student's responsibility to get the work before the absences and have it completed upon his/her return to class.

Assignments that are a factor of the student's grade are an important part of the student's education. Therefore, all such assignments are required to be turned in to the teacher for any and all absences. Students are encouraged to do all assignments for continuity of instruction and because of the state mandated EOI testing.

TARDY POLICY

NO DEALS

There is a five minute period between classes. Students are tardy if they are not in the classroom when the bell rings. For the first period only, a student will be granted one tardy for which no penalty will be assigned. Tardies will be cumulative for the entire Term, except for block classes. A student who is tardy to more than one class in a day will be assigned to Encore for the first tardy and to the next available Encore for the additional tardy.

Tardy 1 and 2 = Encore

Tardy 3 = Encore and D-Hall

Tardy 4 and more = Encore and In-House Detention

A tardy becomes an absence when a student misses more than fifteen minutes of a class period regardless of when the time missed occurs. Example: If the student leaves more than fifteen minutes before class is over, it is an absence.

ENCORE

The Encore period provides an opportunity for any student to receive individual help from a teacher whether or not that student is required to attend because of low grades. Any student may attend Encore provided he or she is in class by 8:05. Students who arrive late for encore will not be allowed in the classroom areas. Students not in encore will be allowed to enter the classroom areas at 8:25. There will be five minutes for passing to class. Encore is not a "free period" for students. It is important that all students realize this is not "their" time – it is part of their schedule as instructional time. Use of the time will be determined by the teacher or the student. Encore is a twenty minute period (8:05 – 8:25 a.m.). When a teacher assigns a student to encore, attendance is mandatory.

The following rules apply to Encore:

1. For the 1st Term only, all *Freshman* students making a "D" or "F" in a subject will be required to report back to the appropriate teacher a minimum of once per week.
2. Students who are tardy must report back to the teacher for whom they were tardy.
3. Students who are tardy to a class and have already been placed on a mandatory Encore schedule, will be assigned to detention hall for the tardy.
4. Students are required to carry Encore passes once they are issued to them. Failure to present a pass to an additional teacher who desires to also assign Encore will allow the teacher to assign Encore on the day the teacher desires. If it turns out that two Encores have been assigned for the same day, whichever Encore is missed will result in the penalties prescribed.
5. Assigned or Mandatory Encore takes precedence over any other obligation. The student shall not schedule any activities which conflict with the Encore period. (I.e. concurrent, school to work program, etc.) A student enrolled in a.m. Vo-Tech who is assigned Encore must make appropriate arrangements with the teacher (which may include before/after school detention) or serve on the assigned day during the regularly scheduled time. Arriving to school late will not excuse a student from Encore unless the tardy or absence is excused.
6. Students voluntarily attending Encore who wish to see more than one of their teachers may do so at any point during encore with an appropriate pass from one teacher to the other.
7. Students who have been absent must pick up make-up assignments during the next day's encore. Failure to do so may result in '0' grades, at the teacher's discretion.
8. If a student misses an assigned Encore that was scheduled for make-up work, including a test, the instructor shall award the student a zero for that coursework immediately.
9. Encore can be utilized for meetings of clubs and organizations.
10. Departments may schedule department meetings during encore. Students should be advised in advance that their teacher will not be available during encore on that day.

Absences from Encore will be kept on each student's discipline file. A warning will be received on the first offense. The student will be assigned Saturday School thereafter. Absences from Saturday School will result in two days in-house detention. In addition to Saturday School, a student missing Encore 4 times will be placed on a Mandatory Encore schedule by the Assistant Principal for the remainder of the term. Absences from Mandatory Encore will be considered trancies. (Refer to truancy in the handbook). ENCORE

ABSENCES ARE CUMULATIVE FOR AN ENTIRE TERM.

TRUANCY POLICY

Truancy has occurred when a student is absent without proper excuse from his assigned place. When a student is truant or suspended from school, no makeup work will be allowed.

First Truancy - will warrant a one to three day in-house detention with parent contact.

Second Truancy - will warrant a Saturday School assignment with a parent conference. If the student does not attend Saturday School, the student will receive a three day out-of-school suspension.

Third Truancy - will warrant a suspension from school for the remainder of the current term and succeeding term or alternative placement in A.L. for the same duration.

FRESHMAN CENTER

Students in grades 10th -12th are not allowed to enter the Freshman Center (900 Hall) unless given permission and a valid pass from a teacher or school official.

LEAVING SCHOOL AND SPECIAL EXCUSES

If it becomes necessary for a student to leave school during the day, a special excuse (check-out slip) must be obtained from the Attendance Secretary's office. A special excuse (check-out slip) is given when a parent/guardian calls or comes into the building in advance to check out their child. When a teacher requests a student to leave school for business, the special excuse must first be signed by the teacher before submitting to the office. The student must have the proper forms on file in the Assistant Principal's office. If a student must leave due to illness or doctor's appointment, permission from a parent/guardian and a check-out slip must be obtained before they will be allowed to leave. Students arriving at school other than at their designated time shall sign in at the office. Upon returning from an appointment, students shall sign in at the office. Written acknowledgment from the office that the student signed in does not constitute an excused tardy.

CLAREMORE SCHOOL DISTRICT POLICY ON STUDENT BEHAVIOR

The Board of Education of the Claremore School District adopts the following policy and procedures dealing with student behavior:

GENERAL EXPECTATIONS

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Claremore Public 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 inclusion demands, including respect for and obedience to school rules.

DISCIPLINE CODE

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

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazing (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knives, etc.)
25. Possession, use, distribution, sale conspiracy to sell or possess or being the chain of sale or distribution, or being under the influence at any level of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances

26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions) occurring at school or with a school connection
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property is reasonably suspected to have been taken from a student, a school employee, or the school
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Vulgarly
38. Willful damage to school property
39. Willful disobedience of a directive of any school official
40. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school

DISCIPLINARY OPTIONS IN LIEU OF SUSPENSION

- Disciplinary options are not considered by law to be out-of-school suspensions and do not require or involve due process procedures described in school board policy.
- Principal may invoke loss of student privileges to participate in extra curricular activities in addition to any of the above listed assignments and requirements.
- If a disabled student is being considered for disciplinary removal from the classroom, additional procedural considerations are required. Contact the Special Service Director or designee for clarification of required procedures.

PRIVACY, LOCKERS, DESKS & SCHOOL PROPERTY

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the content of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas may be searched by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks or other school property.

DISRESPECT TO SCHOOL EMPLOYEES

Teachers and school administrators have the legal authority to control students the same as do the parents. Disrespect to school employees will result in disciplinary action which may include suspension or expulsion. Some examples of disrespect are, but not limited to, profanity, verbal abuse, rude or obscene gestures directed toward school personnel, or physical contact of any kind. Verbal abuse is defined as profanity and/or threats directed to a school employee.

PROFANITY AND INAPPROPRIATE GESTURES

Profanity, rudeness and inappropriate behavior, language or gestures will be considered disruptive to the learning environment and are subject to disciplinary action at the discretion of the principal/teaching staff/school employees/substitute teachers. Students that use profanity in regards to or in correspondence with a school employee may receive a 10 day suspension from school upon first offense. Further offenses may result in a long-term suspension or placement at the Alternative Learning Center.

DISRUPTIONS IN CLASS

Class disruptions by a student may be considered a major offense and may lead to suspension upon the administration's discretion.

TOBACCO POLICY

In recognition of the facts that:

1. Smoking tobacco has been identified as the number one health problem in the United States and is the leading cause of premature death, disease and chronic disability in our country; and
2. Nonsmokers can be affected by breathing the toxic products that tobacco smoke adds to the air to the extent that the nonsmoker's risk of developing severe diseases such as lung cancer is increased; and
3. The district believes that the health and wellness of employees, students and citizens is of primary importance; therefore
4. Smoking and use of tobacco products is prohibited within district buildings, in district-owned buses, and in any vehicles used to transport students.

It is specifically directed that the smoking ban will be effect 24 hours a day, seven days a week, and will apply to anyone present in district buildings.

For purposes of this policy, "smoking" will mean all uses of tobacco and tobacco derivatives, for example, cigars, cigarettes, pipes, chewing tobacco and snuff.

The Board has directed the superintendent of the district to adopt the necessary rules and procedures to ensure the enforcement and implementation of this nonsmoking policy.

It is understood that this policy will be in addition to existing Board policy concerning the prohibition of smoking by students on school property and buses.

Students are prohibited from possessing or using tobacco or tobacco products when on school district property during the normal school day or when on school buses or when participating in school sponsored activities. Students who disobey this rule shall be suspended. Any student who is found to be in possession of a lighter or matches will be assigned 1 day of In-House detention for each offense.

Section 759 of the School Laws of Oklahoma is made a part of the policy.

Section 759. Refusal of Minor to Furnish Information Concerning Acquisition of Cigarettes, Cigarette Papers, Cigars, Snuff, Chewing Tobacco or Other Tobacco Products.

ADMINISTERING MEDICINES TO STUDENTS

It is the policy of the Claremore Public Schools that medications, both prescription and nonprescription, may be administered to a student by designated school employees.

All medications (prescription and non-prescription) will be administered only when the school has a written authorization from the parent or the legal guardian. This authorization will be kept on file at the school.

Prescription and non-prescription medication must be supplied by the parent or guardian. Medications must be in the original container with the child's name written on the container and directions for the administration of the medicine listed on the label or as otherwise authorized by the licensed physician. The label on prescription medicine must have the most recent filled date for that particular prescription. Non-prescription medication will not be given for more than five days without a physician's written authorization. Medications must be transported to the school by an adult. Students are not to transport medications.

Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine which was administered.

Medicine shall be properly stored and not readily accessible to persons other than the persons who will administer the medication.

If a teacher discovers unauthorized medication on a student, they are authorized to confiscate the medication and turn it in to the principal.

Students in possession of unauthorized medication shall be subject to discipline up to, and including, suspension from school.

INHALANT POLICY

Possession of household supplies such as markers, aerosol cans, model glue, or liquid paper will result in a suspension in accordance with the Alcohol and Drug Policy if it is determined that it is being used as an inhalant.

ALCOHOL AND DRUG POLICY

(Including Prescription or Non-Prescription Items)

The policy of the Claremore Board of Education shall be that all students shall be suspended for the balance of the current term and succeeding term if such student is found to be possessing, selling, purchasing, or who is determined to be under the influence at any level of the following substances on any property and/or activity associated with Rogers County Independent School District No. 1 including Claremore school buses and/or any other vehicles being used to transport pupils to and from school sponsored functions. The substances dealt with in this school policy include but are not limited to the following:

1. Narcotics or dangerous drugs as defined by the Uniform Controlled Substances Act under the law of the State of Oklahoma.
2. Intoxicating beverages containing more than 3.2 percent alcohol by weight.
3. Non-Intoxicating beverages containing more than ½ of 1 percent alcohol by weight (for example, beer).
4. Any prescription or non-prescription medications taken in excess of the recommended dosage and therefore alters the physical and or mental state.

REPORTING OF STUDENT ALCOHOL, NON-INTOXICATING BEVERAGES AND CONTROLLED DANGEROUS SUBSTANCE ABUSE

Any teacher in the district who has reasonable cause to suspect that a student may be under the influence of or have in his/her possession a non-intoxicating beverage, an alcoholic beverage or a controlled dangerous substance, all as defined by state law, shall upon recognition report the matter to the school principal or his designee. The principal or his designee shall immediately notify the superintendent or his designee and a parent or legal guardian of the student involved. All administrators, counselors, or teachers who make reports as directed by this policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such report.

Legal Reference: Article XXIV, Section 417, School Laws of Oklahoma, O.S. Title 37, Section 163.2 and defines non-intoxicating beverages, Title 37, Section 506, O.S. Title 63, Section 2-101.

“Non-intoxicating beverages” means and includes beverages containing more than one half of one percent (1/2 of 1%) alcohol by volume, and not more than three and two-tenths percent (3.2%) alcohol by weight.

“Alcoholic beverages” means alcohol spirits, beer and wine as those terms are defined herein and also includes every liquid or solid, patented or not, containing alcohol, spirits, wine or beer and capable of being consumed as a beverage by human beings. Also, included in this category will be any product containing any level of alcohol.

“Controlled dangerous substance” means drug, substance, or immediate precursor included in but not limited to:

1. opiates, including their isomers, esters, ethers, salts and salts of isomers, esters and ethers
2. any opium derivatives, their salts, isomers and salts of isomers
3. any material compound, mixture or preparation which contains any quantity of the hallucinogenic substances
4. Any material, compound, mixture, or preparation which contains any quantity of any substance having a potential for abuse associated with a depressant effect on the central nervous system.

Note: All controlled dangerous substances are listed in Schedules I through V of Article II of OS 63, 2-101.

FIGHTING

Students involved in starting a fight or voluntarily participating in a fight will be home suspended for a minimum of two days for the first offense. Voluntarily participating is defined as not doing everything possible, including coming to the assistant principal or other school officials, for their assistance. A parent conference will be required before the student is re-admitted. A repeated offense of fighting may result in a long-term suspension.

Unprovoked hitting or striking another student may lead to a substantial penalty. The aggressor will receive a more severe penalty. Threats or threatening behavior may carry the same penalty as a fight and is at the discretion of the administration.

Harassment of any kind toward another student or school personnel will not be tolerated and will result in suspension.

Vicarious liability – (indirect responsibility) third parties that initiate, instigate, aggravate, promote or otherwise cause or affect a fight by action or by word may be suspended.

Fighting by game participants during an athletic contest will also warrant a suspension for two games (OSSAA rule).

Fighting at school events, which are an extension of the school day, or other inappropriate behavior, will result in being banned from all school activities for a period of time. Disciplinary action shall be taken as if the fight occurred during the regular school day.

FIREWORKS

Bringing fireworks to school or possession of fireworks at school, on school transportation or at any school event will result in disciplinary action at the discretion of the administration. The use of fireworks can be considered arson, and will result in a suspension at the administration's discretion.

WEAPONS

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be suspended for at least one calendar year. The suspension may, however, be modified by the Superintendent or his designee on a case-by-case basis. A "weapon" means (1) possession, use, control or transfer of any firearm, (2) any other object if possessed, used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) look-alikes of any of the weapons defined above. Items such as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. Self protecting devices should not be brought to school.

DETENTION STUDY HALL

Detention Study Hall will be used as a method of discipline for students who break school rules. D-Hall will be held in a designated room in the main building. The detention will be held after school on Monday and Wednesday at 3:10 to 4:00 p.m. and Tuesday and Thursday at 7:10 to 8:00 a.m. The doors of the D-Hall will be closed at 3:10 p.m. and 7:10 a.m. so that anyone reporting late will not be admitted. If the student misses his assigned time for D-Hall, he will have an extra D-Hall for each day that he does not attend. The student must come with a textbook or homework. This detention will be in strict silence. If a student breaks any of the D-Hall rules, attendance will not count and the student will be asked to leave. The assigned detention should be served within a week.

TRANSPORTATION AFTER THE DETENTION WILL BE THE RESPONSIBILITY OF THE STUDENT AND HIS/HER PARENT/GUARDIAN.

STUDENT GUIDELINES FOR SUPERVISED SATURDAY SCHOOL

Purpose: To be used in lieu of home suspension at the discretion of the building administrator. Also to deter tardiness and reinforce the importance of regular school attendance as described in the attendance/tardy policy.

Time: Saturday School 7:00 a.m. – 11:00 a.m.

Personnel: Certified/salaried personnel will be in charge of the program.

Place: To be determined.

STUDENTS ARE TO FOLLOW THE FOLLOWING RULES FOR SATURDAY SCHOOL

1. Students are to report before 7:00 a.m. for Saturday School. No one will be admitted after 7:00 a.m. for Saturday School.
2. Bring school materials to keep you occupied for four (4) hours.
3. No food drinks, or gum will be allowed during Saturday School.
4. Dress appropriately for school.
5. Failure to follow the teacher's directions, misbehavior, or difficult attitude will result in the student being asked to leave and no credit for attendance will be given.

6. Students failing to attend the full four (4) hours of Saturday School will be referred back to the building administrator for assignment to two (2) days of in-house detention.
7. Students/parents are responsible for their own transportation to and from campus.

IN-HOUSE DETENTION

Rules and Student Responsibilities

1. Students will report promptly at 8:30 to the IHD room and will leave the building and grounds promptly at 3:00 p.m.
2. Students are to arrive at IHD with pencils, paper and appropriate books and materials. A completed assignment form will be shown to the In-House Detention instructor.
3. All assigned work should be completed.
4. If students should complete assigned work before all of their IHD time has been served, more work will be assigned by the IHD teacher.
5. Students are not allowed:
 - a. to talk to other students (except during lunch break);
 - a. to talk to the IHD supervisor without permission;
 - b. to eat, drink or chew gum;
 - c. to leave their seats without permission;
 - d. to leave the building from 8:30 – 3:00; or,
 - e. to have visitors or phone calls
6. Lunch will be from 12:45 – 1:15. Students may bring a sack lunch or order lunch from the Claremore High School cafeteria each day.
7. There will be no breaks during the school day except for rest room breaks which will be at the discretion of the IHD supervisor.
8. Students must provide their own transportation to and from the IHD building each day.
9. If a student is absent the day IHD has been assigned, IHD will be served the day the student returns to school.
10. Students who comply with IHD rules and responsibilities will not be counted absent from any of their regular classes.
11. Students who comply with IHD rules and responsibilities will receive full credit for all work completed during time spent at IHD.
12. Students who violate the rules of the IHD Program may be suspended by the Administration.

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. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current term and the succeeding term for all other offenses. ALTERNATIVE IN-SCHOOL DETENTION, A.L.C. NIGHT SCHOOL, A.L.C. AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN. ALTERNATIVE PLACEMENTS MAY BE MADE AT THE DISCRETION OF THE SUPERINTENDENT, PRINCIPAL OR THEIR DESIGNEES.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian. Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR or CONDUCT WHICH MAY RESULT IN SUSPENSION

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. violation of a school regulation;
2. immorality, any extreme inappropriate behavior;

3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below, shall be applicable for acts which fall within parts a-d above. However, no education plan shall be necessary for acts which fall within part "e" above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

DISTRICT'S OBLIGATION

Before the District, through its designated representatives, recommends out-of-school suspension, the following options will be considered: alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional option. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. **STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.**

Pre-Out-of-School Suspension Conferences:

1. When a student violates board policy or a school rule or regulation has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, § 571), the assistant principal shall conduct an informal conference with the student.
2. At the conference with the student the assistant principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The assistant principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school 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 an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conference with Parents:

1. The assistant principal will seek to hold a conference (or a telephone conference will be utilized if there is an instance where the parent declared a total inability to attend a conference scheduled at school or other emergency situation,) with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the assistant principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the assistant principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The assistant principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the assistant principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the assistant principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the building site Principal. After the review by the building site Principal, the out-of-school suspension may be reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-school Suspension Committee as provide by this policy.
4. **Out-of-School Suspension Requirements:**
 - a. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
 - b. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
 - c. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the assistant principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
 - d. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.
 - e. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational

progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports:

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS

Out-Of-School Suspensions of Ten (10) or Fewer School Days

The Board of Education recognizes that student out-of-school suspension of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

Right of Appeal:

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

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by letter to the school principal, which must be received within twenty four (24) hours, or one (1) school day, whichever is greater, after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school suspension decision will become final without appeal if a request is not timely submitted.
2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.
3. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension. The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Hearing the Appeal:

1. The Superintendent of Schools or his designee shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is who witnessed

the incident is eligible to serve on the committee. Additionally, no teacher who has the student in his/her class for the current school term is eligible to serve.

2. The Superintendent of Schools or his designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of school suspension decision shall attend the committee hearing. Either party choosing to have counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
5. The decision of the committee shall be final without appeal.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS

Out-Of-School Suspensions In Excess of Ten (10) School Days

Right of Appeal:

A parent or the student may appeal the out-of-school suspension decision of the assistant principal to the Principal, Superintendent of Schools and the Board of Education. At the student and/or parent or guardian's option the appeal may be directly to the Board of Education.

Method of Appeal to the Principal or His/Her Designee

1. An appeal can be presented by letter or phone to the principal.
2. If no appeal is received within twenty four (24) hours, or one (1) school day, whichever is greater, after the assistant principal's decision is received by the parent or student, the assistant principal's out-of-school suspension will be final.
3. The principal or his/her designee should hold a conference with the parent or guardian as soon 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 principal or his/her designee 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 or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the principal or his/her designee will state whether he/she shall uphold, terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent or Board of Education. If the parent is in agreement with the decision of the principal or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final.

3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon 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 or his/her designee 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 or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the board of Education.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final. A direct appeal to the board requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the principal's decision.

Hearing the Appeal to the Board of Education:

1. The Board will hear the appeal as soon as possible or at the next regularly scheduled Board meeting. The Board's decision is final and without appeal.
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 Out-of-School Suspension Appeal Hearing before the Board of Education:

1. The Board President should:
 - a. Announce that the next agenda item is an out-of-school 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 a part of the minutes of the meeting. If parents/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.
 - c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination to 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 parents/child may ask any questions about the procedure.
3. Following presentation of 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. Parents/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)

9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

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

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal as an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless. In the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

***"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations

MESSAGES TO STUDENTS

Messages to students cannot be delivered during lunch or Encore. All messages, with the exception of emergencies, will be delivered during the last ten minutes of the class period. Messages will be taken only from parents or guardians (except in extreme emergency).

PARENTS ATTENDING PROM AND/OR DANCES

For security purposes, parents/guardians are not permitted to attend proms or dances sponsored by CHS. Exceptions to this are at the discretion of the administration.

SCHOOL TELEPHONE USAGE POLICY

Students are not given general access to a telephone. In an emergency, students should come to the assistant principal's office where a secretary will assist them in making their call. Students will not have opportunities to call friends or to call employers to check on work schedules. These calls are to be handled outside of the school day.

LUNCH BREAK PROCEDURES AND CLOSED CAMPUS

Claremore High School will follow a closed campus policy. No student will be allowed to leave for lunch unless they are checked out by a parent/guardian who accompanies them off campus. However, students classified as a senior or junior may be granted off campus privileges (Juniors on Fridays only) at the discretion of the principal. Any student violating this policy will be considered truant and will be assigned the appropriate penalty for truancy. The criteria for Senior and Junior lunch privileges are as follows:

Seniors will be allowed to leave campus (with parent permission) for lunch provided the following rules are not violated:

1. Seniors must have the "Open Campus" Permission form on file in the attendance office.
2. Seniors must not allow an underclassman to accompany them off-campus.
3. Seniors must have their CHS student ID with the appropriate sticker attached with them at all times

Juniors will be allowed to leave campus (with parent permission) for lunch on Fridays only, provided the following rules are not violated:

1. Juniors must have the "Open Campus" Permission form on file in the attendance office.
2. Juniors must not allow an underclassman to accompany them off-campus.
3. Juniors must have their CHS student ID with the appropriate sticker attached with them at all times. Privileges may be revoked by administration if:
 - a. Student has attendance/tardy issues
 - b. Student receives a traffic citation during lunch

Administrators have the authority to revoke the off-campus lunch privilege of any student for violating the above rules, poor behavior or lack of attendance.

STUDENT AREA DURING LUNCH AND ENCORE

Student area during lunch and Encore is restricted to the cafeteria commons area. Upon administrator's discretion, students may assemble in the outside area in the front entrance to no further than the flag pole. All other areas on campus including the parking lots are unauthorized areas. Any student in an unauthorized area shall receive a warning for the 1st offense, and In-House Detention for any further offenses.

LUNCH MEAL COSTS

Items for lunch will have the following costs:

Students – 2.25 Adults-2.75

HALL PASSES

A hallway pass located in the student handbook will be required of each student who leaves a classroom during class time. Anyone in the hall during this time without a pass is subject to disciplinary action. Passes may be assigned for restroom, library, a counselor's office and the principal's office. Students should not request, and teachers assign, a pass to the snack machines during class.

FOOD AND DRINK

Food and drink will be allowed in classrooms with teacher permission. Snack machine food is allowed in the student center. Cafeteria food and drink are not allowed in the commons area. Outside food and drink will be consumed in the cafeteria.

GRADING POLICY – JUNIOR HIGH AND SENIOR HIGH

It shall be standard policy that the following grading scale must be used in the Claremore School System:

A	90 – 100%	C	70 – 79%	F	0 – 59%
B	80 – 89%	D	60 – 69%		

Advanced Placement classes will be weighted at 5.0. Honors and Pre-AP classes will be weighted at 4.5.

High school mid-block percentages shall be determined from daily assignments, homework, special assignments, class participation and tests. Teachers are required to record at least one grade per week per student (building policy).

High school block grades shall be determined as follows: 80% block percentage and 20% for test administered at the end of the block.

All written work and tests affecting the grade shall be returned to the student within ten (10) school days for review, evaluation, and any remediation deemed necessary by the instructor. Term papers and large scale projects shall be returned but are excluded from this time frame.

Standardized or teacher-made tests, the validity of which may be compromised by circulation, will ultimately be retained by the instructor.

INCENTIVES FOR BLOCK TEST EXEMPTIONS

Attendance Incentive:

At the completion of the 2nd and 4th blocks, students who meet the following attendance and grade criteria on an individual class basis, will be exempt from their block test in that specific class:

One (1) Absence total throughout the whole Term and a "C" (70) or above average

Two (2) Absences total throughout the whole Term and a "B" (80) or above average

Three (3) Absences total throughout the whole Term and an "A" (90) or above average

** All absence types (EXC, AE, AU) are included in the total, with the exception of School Business (SB) absences.

Senior ACT Test Incentive:

Students (seniors) who take the ACT Exam during the 1st Term of their Senior year, or who have already scored a 28 or above, will be exempt from their 3rd Block Tests in each class that they have a "C" average.

GRADUATION REQUIREMENTS

Graduation candidates must meet the following criteria:

16 Required Core Subjects

- 4 credits English (No substitutes and taken in level sequence)
- 3 credits mathematics (Taken in sequence) Beginning and intermediate algebra count as only 1 credit toward graduation.
- 4 credits Social Studies (No substitutes and taken in grade level sequence)
 - ½ credit Oklahoma History
 - ½ credit Geography
 - 1 credit U.S. History I / Government
 - 1 credit U.S. History II
 - 1 credit World History or A.P. World/ European History
- 3 credits Science (Taken in sequence)
 - Physical Science
 - Biology
 - Science elective
- 2 credits Fine Arts
- 12 Electives from the State Department of Education "Programs of Study List"

28 CREDITS TO MEET GRADUATION REQUIREMENTS

Plus 4 additional elective credits = 32 Total Units

- ❖ Students must meet all graduation requirements to participate in the graduation ceremony.

VALEDICTORY CANDIDATE POLICY

Valedictory candidates must meet all of the following criteria:

- Must have successfully completed graduation requirements with all course work at or above grade level difficulty.
- Must have maintained a 4.0 grade point average or better.
- The valedictory candidate must have complete 10 terms of honors level classes from grades 9-12 representing four of the following curriculum areas: Language Arts, Mathematics Social Studies, Sciences, Foreign Languages and Fine Arts.
- Two weighted classes per year minimum.
- A minimum of three AP classes from two different areas.
- The valedictory candidate must have received no final grade lower than a B in any class. EXCEPTION: C's in AP Classes which are equivalent to a B.
- For purposes of aiding students who are applying for college admissions and scholarships, a tentative class ranking will be issued at the end of term one of each year.
- A final calculation for the purpose of naming the valedictory candidates will be made at the end of the third block of each year.

VALEDICTORIAN SPEAKER SELECTION

Seniors Speaking at Graduation

The students selected to speak at graduation will be the four students with the highest weighted GPA's who meet the requirements for valedictorian and also the Certificate of Distinction.

EARLY GRADUATION OPTION

For the class of 2010, Seniors wishing to graduate at the completion of the first Term must submit a request to the senior counselor within the first five (5) days of school, August 2009.

Beginning with the class of 2011, seniors wishing to graduate at the completion of the first Term must submit a request to their ZAP advisor during the pre-enrollment process in the Spring (2nd) Term of their Junior year.

Requests for early graduation can be attained from the senior counselor's office.

Students who graduate early, will still be able to be a valedictorian if they meet the valedictorian requirements and if they make a 28 on their ACT. They will not be allowed to be a speaker at graduation and they will not be allowed to participate in OSSAA events or activities.

CREDIT RECOVERY

Students who have failed a course and want to remediate and recover the credit may attempt "Credit Recovery" through CHS's A+ Software and Computer Lab. To enroll in this program, students and parents/guardians are responsible to contact their respective counselor and request the information and criteria required to participate.

TEXTBOOKS

All basic textbooks are furnished free of charge, but students are responsible for proper care and must pay for books if lost or damaged. FULL REPLACEMENT fee will be charged for books lost or damaged beyond use. There should be no writing in the textbooks except as directed by the teacher.

PROFICIENCY BASED EXAMINATION

Students are allowed to test out of courses or whole grades. The tests are available in all six core subject areas.

Some tests require student demonstrations and/or portfolios. A 90% score is required on all testing and other material. 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. For information contact the building principal or counselor.

STUDENT IDENTIFICATION and ID CARDS

Students will be provided an ID card at the beginning of the school year. The card will be used to identify students to any school employee and insure the safety of all students and staff. Failure to have a visible, valid ID card at school or any school event will result in a warning on the first offense, and then In-House Detention for each offense thereafter.

FLOWER DELIVERIES

Deliveries of flowers, balloons or other gifts intended for students or school personnel may be delivered at the school site at the end of the school day. Florists having items for delivery will notify the office. Office personnel will then notify the recipient to pick up the item after the final bell at the end of the school day. Any items not picked up by 3:15 p.m. will be returned with the florist so that home delivery arrangements can be facilitated. Claremore Schools will not be responsible for any deliveries or lost flowers.

STUDENT USE FEE

A \$5.00 fee is required of each student. This fee helps defray the cost of locker maintenance, lock, student ID, student planner, and parking permits. Students are encouraged to utilize a school provided locker and lock. Keep the lock combination to yourself. Students are held responsible for the contents of their lockers. Use only the locker and lock assigned to you. The school cannot be held responsible for items missing from lockers. If you are unable to operate your lock report it to the office. Lockers are subject to inspection by school authorities. Going to a locker is not an excuse for tardiness.

STUDENT INSURANCE

Students may purchase accident insurance which is available with the following insurance agent:

Cariker School Services, Inc., Bob Cariker (1-800-484-5619) PO Box 117, Route 1
Stigler, Oklahoma 74462 1-800-767-0700

COUNSELING

Counselors are present on the campus to assist students with personal and academic problems. Conferences can be arranged by informing any teacher or office personnel that you wish to speak to the counselor. Parents may call the counselor and make an appointment to discuss their child's program. Students and parents are

strongly encouraged to utilize our counseling services. CHS counselors follow the counseling guidelines contained in the *American School Counselor Association Code of Ethics*, which can be found at <http://www.schoolcounselor.org/files/ethical%20standards.pdf>.

SCHEDULE CHANGES

A student wishing to change his/her schedule must obtain a Schedule Change Form from his/her counselor, have it completed (including required signatures), and return it to the counselor within the first 5 days if in Blocks 1 and 3 or within the first 3 days if in Blocks 2 and 4. Students may change their schedule for the following reason only:

- a) to make up failures
- b) computer error
- c) outside credit earned
- d) misplacement due to lack of prerequisite or background
- e) to a listed alternate with parent or principal permission

CONCURRENT ENROLLMENT

This program is designed to begin the summer after the student's junior year. Juniors and seniors who meet state requirements may enroll in college classes. If interested, contact your counselor. For every class dropped at Claremore High School, the equivalent of 3 college credit hours must be taken at the college you attend.

Concurrent enrollment or a.m. Vo-Tech must not conflict with the Encore period unless the student is prepared to attend Detention or Saturday School.

GRADE CHECK ONLINE

Students and parents will have access to student information online through a new web-based program. The procedures to access this information will be given to the students as soon as possible after the start of the school year. If the internet is not an option for the parent, they may also contact the student's counselor and request that a grade check be mailed to them.

STUDENT GOVERNMENT ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT

The Student Council is the most important form of student government. Its purpose is to enlighten the students of the school activities and to propose any new legislation (to be approved by the Principal, Superintendent, or School Board) which the students feel is necessary. Of course, all new legislation proposed to the Principal, Superintendent, or School Board does not always pass. These people have to decide whether or not this new legislation is necessary to the school, or whether it would be beneficial to the majority of the student body.

The Student Council Representatives will attend all student council meetings. Student Council Representatives are required to maintain a grade point average of 3.0, which will be monitored by the sponsor.

The Student Council will provide activities to raise money, to boost the student morale, and to establish an atmosphere of harmony. Support your Student Council – and make Claremore High School the best it has ever been or will be.

Election of Student Council officers is in May of the closing year.

AWARDS POLICY

Department chairs will be responsible for organizing and implementing criteria and selecting students that are to be recognized for academic awards. These awards include but are not limited to the following: "C" Awards, Outstanding Student Awards, etc. In the event that faculty members and/or Department Chairs are unable to arrive at a decision, the principal will be consulted by the faculty member(s) and/or Department Chair involved.

SELECTIVE MEMBERSHIP

Student Council
State Honor Society
National Honor Society

Prerequisites for students:

1. Procure interest inventory form from the NHS sponsor.
2. Check GPA with counselor
3. Complete and return inventory by deadline
4. Faculty and committee will evaluate on character, leadership, scholarship, and service.

ROYALTY

Every year at Claremore High School, the students elect queens for football, basketball, wrestling, band, and choir. A student may serve any number of times as an attendant, but only once as an athletic queen or king.

PROCEDURES FOR FIRE ALARM

Fire Alarm -male voice on the intercom with instructions. Check the school map in each classroom for exits to be used. Do not return inside the building until it is declared safe.

PROCEDURES FOR TORNADO ALARM

CONSTANT SIREN

The classroom teacher will be responsible for the following steps.

1. To inform students of the difference between a tornado watch and tornado warning.
2. To make students aware of the "take cover plan" for their classroom.
3. To instill a serious attitude toward tornado warning alarms.
4. To lead his/her students to the designated area of cover in an orderly manner. Moving single file creates fewer problems in changing areas.
5. To set an example, take a position with the students under supervision on the floor next to the designated walls. The pre-natal position will be the cover position used by our system. See the map inside each classroom for locations the students should be directed to.

PARKING LOT

A student's vehicle must have a valid parking permit before parking on school property. Students must park in the proper designated area for their classification. Only Seniors who obtain a Senior parking tag are permitted to park in the Senior parking lot. A valid driver's license must be shown to receive a parking permit. These parking permits will be obtained from the ZAP advisor at the beginning of the school year, or from the reception secretary as driver's licenses are earned throughout the school year. Failure to display a current permit will result in disciplinary action. Any parking lot violation will result in a warning for the first offense. The second offense will result in detention and any offense thereafter will be a day in in-house detention. An example of violations, but not limited to - illegal parking, failure to display parking permit, careless driving, excessive speed, and parking in teachers' parking area.

Students arriving on the campus are to leave the vehicles immediately after parking and go directly inside the building. Lock your car for your protection. Students leaving school are to leave the parking area immediately upon entering into the vehicle. Loitering in the parking lot at any time during the school day, including the lunch period, is prohibited. This policy is designed to protect your vehicle and to eliminate other problems in the parking lot.

Students who ride bikes and motorcycles will park in their designated areas. Bicycles that are ridden to school must conform to regular traffic rules. They are not to be ridden on school grounds. Bicycles and motorcycles must have a parking permit.

SKATEBOARDS

Due to safety reasons, no skateboards are allowed to be brought into school buildings, nor are students allowed to ride skateboards on school property. Upon a violation of the policy, the skateboard will be confiscated and returned to the student at the end of the day. A warning will be issued to the student on this 1st offense. On a 2nd or 3rd offense the same procedure will be followed but 1 day of in-house detention will be issued to the student. A 4th offense will result in a 3 day home suspension. Additional offenses will also result in suspension and violations will be cumulative for the school year.

STUDENTS DRIVING STUDENTS

Students may drive other students to and from school activities only with written and verbal approval from parent or guardian of each student. These written approvals shall be placed in the student's attendance file.

INTERNET DISCIPLINE POLICY

Any student found to be in violation of the terms and conditions for use of the Internet will result in the following disciplinary action:

STEP 1: Day of In-House Detention

STEP 2: Saturday School and removal from the Internet for 45 school days

STEP 3: 3 to 5 days Home Suspension and removal from the Internet for 90 school days

All Internet violations are subject to disciplinary action at the discretion of the administration. The administration has the authority to go directly to Step 3 if they deem appropriate.

COMPUTER GAME POLICY

Computer games which may be played on the computer system at Claremore High School shall be limited to solitaire, minesweeper, free cell and hearts. Violation of the computer games policy will result in a minimum of one day of in-house detention.

CHEATING

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on a test or other classroom work, zeros will be given to the students involved. No provisions are made to make-up or otherwise receive credit for the work or test in question. The teacher will notify the parents of the student's cheating, and a conference with the teacher and counselor will be requested.

DRESS CODE

The appearance of our student body is important and reflects, to some extent, the quality and kind of students enrolled in our schools. It is the responsibility of each individual student, therefore, to do everything possible, not only in the area of academics and extracurricular activities to upgrade our school, but to dress in a style and manner that will bring credit to enhance the reputation of its student body. The school dress for all students should be neat, appropriate, and acceptable for school wear. Any dress or style that is provocative, disruptive, or extreme is not considered acceptable. To further clarify this statement, the following guidelines are given:

- Clothing Above the Waist:** Shirts that see-through, or with inappropriate or vulgar illustrations, or words that are sexual in nature, or that make reference to illegal drugs, or advertise tobacco or alcohol products shall not be worn. Shirts should cover the body in a manner that shows no visible cleavage, torso, or underwear. No racerback shirts will be allowed. Tops & dresses with visible shoulder straps less than 1 ½" in width are prohibited as they distract from pupil learning. Boy's shirts shall have sleeves that cover the underarms.
Clothing below the Waist:
 - The article of clothing worn below the waist must be appropriate determined by counselors and administration. Sagging is not allowed. Shorts and skirts must be to the top of the knee even if pants are worn under the skirt. No visible undergarments are allowed.
 - Under garments must not be worn as outer garments. (I.e. men's boxer shorts cannot be worn as outer dress.)
 - Pants shall not have holes above the knees.
- Shoes:** The state law requires students to wear shoes during the hours that school is in session and when they are participating in or on the school grounds. All shoes should have rubber or leather soles on the bottom.
- Hats and Caps, and Other Head Coverings:** Hats, caps and other head coverings will not be worn by any student in the school building. Exceptions for religious head dress may be approved by the administration. If a student chooses to wear a hat, cap, or other head covering in the building, they will be subject to discipline, including confiscation.
- Hair Color:** Extreme hair colors, such as but not limited to blue, orange, bright red, or purple will not be allowed. Violations will be subject to discipline as stated in the dress code policy.
- Body Piercing:** Ear piercing will be allowed. Small stud facial pierces are allowed providing they are not in excess. Facial hoops or spikes are unsafe and prohibited. It is the administration's discretion in determining what is unsafe.

6. Chains and spikes: These are not allowed for safety reasons.

7. Tattoos: No inappropriate visible tattoos.

8. Dress Code Violations

Students in violation of the dress code shall be sent to the assistant principal. Procedure for violations:

- (a) Student sent to assistant principal or counselor.
- (b) 1st offense; Assistant principal or counselor will talk to the student and issue a warning; student will be asked to change. If appropriate attire is not available, the parent/guardian will be called to request appropriate articles be brought to the school. If the parent can not be reached or does not provide the items, the student will be assigned to IHD for the remainder of the day.
- (c) 2nd and 3rd offenses will be handled as in (b) above, but another day of IHD will also be assigned.
- (d) 4th offense will result in a 3 day home suspension.
- (e) Additional offenses will result in home suspension and offenses will be cumulative for the school year.

The student and his parents must face up to the responsibility of dressing appropriately for the occasion, with a high standard of personal cleanliness and neatness maintained at all times.

Interpretation of the dress standards is the responsibility of the administration. Faculty members are expected to report violations to the administration

BOOK BAGS

Book bags should be left in lockers by students and not brought to the classroom, unless permission is given by the teacher.

LASER POLICY

If a laser is found in the possession of any student, it will be confiscated and not returned. If the student is caught activating the laser, he/she may be suspended from school, bus or school activity for an appropriate amount of time as determined by the administration.

ELECTRONIC & WIRELESS COMMUNICATIONS

DEVICES AND HEADSETS

Pagers: Oklahoma State Law Section 488. Electronic Communications Devices Prohibited. The board of education of each school district shall establish and implement rules and regulations which prohibit a pupil from possessing an electronic paging device while said pupil is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The rules and regulations shall provide that a pupil may possess an electronic paging device upon the prior consent of both a parent or guardian and school principal or superintendent upon a showing of medical necessity or in other appropriate circumstances as specified in the rules and regulations. (70-24-101.1)

Wireless Communications Devices: HB 1092 requires school districts to adopt a policy regarding student possession of wireless devices at school. Therefore, students are allowed to have cellular phones within any school building provided *they remain off and out of sight between the hours of 8:00 A.M. and 3:00 P.M.* Students are allowed to possess a cell phone in the building during a Saturday School, or detention provided they are not turned on during the times of these activities.

On a violation of the policy, the phone will be confiscated and returned to the student at the end of the day. A warning will be issued to the student on this 1st offense. On a 2nd or 3rd offense the same procedure will be followed but 1 day of in-house detention will be issued to the student. A 4th offense will result in a 3 day home suspension. Additional offenses will also result in suspension and violations will be cumulative for the school year.

Headsets: Walkman, disc type players, IPODS and similar devices: headsets and earpieces are to be used at the discretion of the teacher. Headsets that are used inappropriately will be confiscated, and the student must pick them up at the end of the school day. Repeated violations will result in disciplinary action at the discretion of the administration.

Laptop Computers: Personal laptop computers are not allowed in school unless there is prior consent of both a parent or guardian and school principal or superintendent upon a showing of medical necessity or in other appropriate circumstances as specified in the rules and regulations. (70-24-101.1)

BUS SAFETY AND SECURITY

If the student chooses to disregard the bus safety rules then the privilege to ride can be revoked. Students may be monitored by a security video camera while riding the district buses.

The director of transportation reviews all bus conduct reports and assigns penalties for violations as follows:

Previous to loading (on the road and at school):

- a. be on time at the designated school bus stops.
- b. stay out of the road at all times while waiting for the bus.
- c. wait until the bus comes to a complete stop before attempting to board.
- d. refrain from scuffling or throwing objects while waiting on the bus.
- e. respect private property.

BUS SAFETY RULES

For the safety of all students the driver will go over these rules the first part of the school year.

A. Students should follow these safety rules:

1. Students will obey and respect the requests of the driver.
2. Students are to face front and keep all body parts inside bus.
3. Students should conduct themselves properly and never distract the driver, unless it is an emergency.
4. Students shall carry on the bus only those items that can be secured in their laps.
5. Students shall not change from one seat to another while bus is in motion.
6. Students shall not change their pattern of riding the bus to or from school. Students will not ride other buses with friends to or from school. For an emergency call the Transportation Director 341-8582 for any exceptions.
7. The bus stop and or walking to and from the bus stop is the same as being on the bus and misconduct will not be allowed.
8. Students shall always cross 10 feet in front of the bus and look both ways, wait for the driver to motion them across.
9. All vandalism will be considered serious and student will pay for all damages as determined by the Trans. Dept.
10. All food, drink and candy will not be consumed on the bus and must be in students book bag, backpack or lunch box.

B. The following are examples of serious misconduct that may result in immediate bus suspension.

1. Fighting
2. Damage to bus property
3. Profanity
4. Threatening behavior
5. Throwing any object while on the bus

PLEASE NOTE THAT CELL PHONES ARE NOT ALLOWED TO BE USED ON THE BUS AND WILL BE CONFISCATED BY THE DRIVER IF SEEN

HIGH SCHOOL STUDENTS BUS VIOLATION POLICY

1ST REPORT → W A R N I N G

2ND REPORT → 10 DAYS OFF ALL BUS TRANSPORTATION

3RD REPORT → OFF ALL BUS TRANSPORTATION FOR THE REMAINDER OF THE CURRENT SCHOOL YEAR

If anything is thrown on the bus the student will be suspended from all bus transportation for the remainder of the current school year. There will be no exceptions.

Upon the first conduct report, every effort will be made to contact the parent/guardian to inform them of the infraction.

Sandy Thompson, Transportation Director 341-8582

PUBLIC DISPLAY OF AFFECTION

Hand-holding, arms around each other, kissing, etc. is considered public display of affection and such behavior is not acceptable. Students violating these policies will be given the following consequences:

1. For the first violation, students will be sent to the assistant principal and a warning will be documented.
2. Students with a second (or more) violation will be assigned IHD for as many offenses.

CLAREMORE PUBLIC SCHOOL DISTRICT STUDENT ATHLETE DRUG TESTING POLICY

The Claremore School Board of Education, in an effort to protect the health and safety of its student athletes from the use of dangerous, illegal, or performance-enhancing drugs, thereby setting a positive example for all other students of the Claremore School District, adopts the following "Student Athlete Drug Testing Policy".

1. Statement of Purpose and Intent:

1.1 It is the desire of the board of education, administration, and staff that every student in the Claremore School District refrains from using or possessing illegal drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in athletic activities. This Policy is intended to supplement all other policies, rules and regulations of the Claremore School District regarding possession or use of tobacco, alcohol and other illegal drugs.

1.2 Participation in school sponsored interscholastic athletic activities at the Claremore School District is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, student athletes carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of tobacco, alcohol and other illegal drugs.

1.3 The purpose of this Policy is to prevent illegal drug use. The intent is to prevent injury, illness and harm as a result of illegal drug use, and to strive within the Claremore School District for an athletic environment free of illegal drug use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student found to be in violation of this Policy to participate in athletic activities. There will be no academic sanction for violation of this Policy.

2. Definitions:

2.1 "Student Athlete" means a 9th – 12th grade member of any Claremore School District sponsored interscholastic sports team, including athletes, cheerleaders, trainers and managers.

2.2 "Illegal Drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to all scheduled drugs as defined by the Oklahoma Uniform Dangerous Substances Act, all prescription drugs obtained without authorization, all prescribed and over-the-counter drugs being used for an abusive or performance-enhancing purpose, and paraphernalia to use such drugs.

2.3 "Performance-enhancing" drugs includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing" drug does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

2.4 "Drug Use Test" means a scientifically substantiated method to test for the presence of illegal or performance enhancing drugs or the metabolites thereof in a person's urine.

2.5 "Random Selection Basis" means a mechanism for selecting student athletes for drug use testing that:

- a. results in an equal probability that any student athlete from a group of student athletes subject to the selection mechanism will be selected, and

b. does not give the School District discretion to waive the selection of any student athlete selected under the mechanism.

2.6 "Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

2.7 "Reasonable Suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student athlete, and reasonable inferences drawn from those observations in the light of experience. Information provided by a district employee, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

2.8 Parent/Student Involvement Program – An evaluation/assessment from an outside agency approved by the school and, the parent and athlete will successfully complete three classes of substance abuse education/counseling.

3. Participation and Procedures:

3.1 Illegal drug use is incompatible with participation in athletics on behalf of the Claremore School District. For the safety, health and well-being of the student athletes of the Claremore School District, the Claremore School District has adopted this Policy for use by all participating student athletes at the 9th through 12th grade level. Any student athlete found having used illegal drugs by drug use test will be considered to have violated this Policy.

3.2 Each student athlete shall be provided with a copy of the "Student Athlete Drug Testing Policy". The "Student Athlete Contract and Consent for Drug Use Testing" shall be read, signed and dated by the student athlete, parent or custodial guardian, and coach/sponsor before such student athlete shall be eligible to practice or participate in any athletics. No student shall be allowed to practice or participate in any athletics unless the student has returned the properly signed "Student Athlete Contract and Consent for Drug Use Testing".

3.3 The consent for drug use testing shall be to provide a urine sample: a) as part of mass screening, b) as chosen by the random selection basis, and c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs.

3.4 Drug use testing for student athletes will also be chosen on a random selection basis on a minimum, monthly. A drug screening company will determine all student names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

3.5 Any student athlete may be required to submit to a drug use test for illegal or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, school nurse, or coach of the student athlete.

3.6 The Claremore School District will set a fee charge to be collected from each student at the time of the mass screening.

3.7 Any drug use test required by the Claremore School District under the terms of the Policy will be administered by or at the direction of a professional laboratory chosen by the Claremore School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

3.8 All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of student athletes to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind an unlocked or open stall. An adult monitor of the same sex as the student athlete will accompany the student athlete to a restroom or other private facility behind an unlocked or open stall. The monitor may or may not observe the student while the specimen is being produced and the monitor shall be present outside the stall to listen for the normal sounds

of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that student athlete is tampering with the specimen, the nurse may stop the procedure and inform the athletic director. They will then determine if and when a new sample should be obtained. The student will report any medications he/she has taken in the preceding thirty (30) days. The medication list will be documented and submitted to the lab in a sealed and confidential envelope.

3.9 If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months.

3.10 If the drug use test for any student athlete has a positive result, the laboratory will contact the Student Assistance Program Coordinator (SAPC) with the results. The SAPC will contact the Athletic Director, the student athlete, the head coach, and the parent or custodial guardian of the student athlete and schedule a conference. At the conference, the athletic director will solicit any explanation of the positive result and ask for doctor prescriptions of any drugs that the student athlete was taking that might have affected the outcome of the drug use test. If the student athlete and his/her parent or custodial guardian desires another test of the remaining portion of the specimen, the SAPC will arrange another test at the same laboratory or at another laboratory. Any such re-test shall be at the expense of the student athlete and his/her parent or custodial guardian.

3.11 A student athlete who has been determined by the athletic director to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense as stated in this Policy, during which time the athlete will remain ineligible to participate in any athletic activities. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final without appeal.

3.12 Before a student athlete who has tested positive in a drug use test may rejoin his/her athletic activity after a first or second offense, such student athlete may be required to undergo one or more additional drug use test to determine whether the student athlete is no longer using illegal or performance-enhancing drugs. The Claremore School District will rely on the opinion of the laboratory which performed or analyzed the additional drug use test in determining whether a positive result in the additional drug use test was produced by illegal or performance-enhancing drugs used by the student athlete before the offense or by more recent use.

4. Violation:

4.1 Any student athlete who is determined by drug test to have violated this Policy shall be subject to the loss of their privilege to participate in athletics and offered educational and support assistance to stop using.

4.2 For the first offense: the athlete will immediately be required to miss a minimum of two (2) consecutive competitions. In addition, suspension from participation in all scheduled athletic activities (including all meetings, practices, performances, and games/competitions) for 90 days. However, the 90 days may be reduced to 30 days if the student and parent choose to participate in the Parent/Student Involvement Program. The suspension will start the first day following the parent conference or if not in season the first day of practice. Such suspension will extend into a succeeding athletic season if necessary to fulfill the suspension. During the athletic period, for these 30/90 days, the athlete will report to the athletic study hall or area designated by the principal.

4.3 For the second offense and subsequent offenses (in the same school year): complete suspension from participation in all athletic activities including all meetings, practices, performances, and competition for eighteen (18) continuous and successive school weeks from the present date of the conference reporting the results of the positive drug use test. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extra-curricular athletic activities shall come into play only when two (2) offenses are committed in the same school year.

4.4 Self-Referral: A student athlete may self-refer to the Athletic Director, School Nurse, SAPC, or Coach before being notified of an observed Policy violation or requested to submit to a drug use test. A student athlete who self-refers will be allowed to remain active in all athletic activities after the following conditions have been fulfilled: A conference has been held with the student athlete, Athletic Director, School Nurse if necessary, SAPC, Coach and the parent or custodial guardian of the student athlete to discuss the Policy violation; a drug use test is provided that is not positive, and participation commitment by student athlete and parent for three classes of substance abuse education/counseling. A student athlete that self-refers will not be subject to suspension, however, they will be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in Claremore Public School District.

5. Refusal to Submit to Drug Use Test

5.1 If student is unable to void at time of drug test when they will be encouraged to drink fluids and must produce specimen no longer than 1 hour later.

5.2 If a participating student athlete refuses to submit to a drug use test authorized under this Policy, such student shall not be eligible to participate in extra-curricular athletic activities including all meeting, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

Please read this Policy in its entirety before signing the Student Athlete contract & Drug Use Testing Consent.

EXTRACURRICULAR POLICY-ALTERNATIVE LEARNING

Any student who chooses to attend our Alternative Learning School is eligible to participate in extracurricular activities.

Any student who is placed at Alternative Learning, due to disciplinary reasons, is ineligible to participate in extracurricular activities for 88 school days, the Alternative Learning Director will make a recommendation to the site principal. The recommendation will be based upon the following: behavior, grades, and attendance of the student during the 88 school days. After reviewing the recommendation the site principal may declare the student eligible to participate.

CLAREMORE PUBLIC SCHOOLS SPECIAL SERVICES

Notice to All Parents Regarding

Child Identification, Location, Screening, & Evaluation

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the Claremore Public School District. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children ages 3 through 5 who are suspected of having disabilities which may require special educational related services should contact the Special Services Department of Claremore Public Schools. For those children enrolled in K-12, referral for screening and evaluation should be initiated through their child's school counselor. The Claremore Public School District coordinates with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age.

Screening

Screening activities may include vision, hearing, speech/language, health, review of records and educational history, interviews, observations, and specially developed readiness or education screening instruments.

(1) **READINESS SCREENING**

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

(2) **EDUCATIONAL SCREENING**

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. No child shall be educationally screened whose parent or legal guardian has filed a written objection with the local school district.

- Educational screening is implemented for all first grade students each school year.
- Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

Evaluation

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

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from their school.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the students education records'
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure/
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C., 20202, concerning the alleged violations of the requirements of FERPA (34 CFT 99.1-99.1-99.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents.

Accommodations for other languages or means of communication may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

**GRIEVANCE PROCEDURES
REGARDING COMPLAINTS OF DISCRIMINATION
(Including sexual harassment)**

In accordance with the policy of the board of education, the following regulation governs the processing of employee complaints of discrimination in this school district.

Any employee or student of this school district, who wishes to file a grievance against another employee or student alleging discrimination, including sexual harassment, may file a written complaint with the District Assistant Superintendent of Operations, Title VI, IX and Section 504 Coordinator. The grievance shall set forth the circumstances of the incident and the identity of the employee(s) involved.

The Coordinator shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be furnished to the grievant.

If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the coordinator, the grievant may request a hearing by the grievance committee.

Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.

Both the grievant and the person, against whom the complaint was made, may be represented by legal counsel at the hearing.

Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to the coordinator or to the superintendent if the complaint is filed against the coordinator.

The coordinator or the superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.

Upon receipt of the coordinator's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee. The decision of the board shall be final unless overturned by a court of competent jurisdiction.

If the grievant's complaint is based on contract termination, the grievant shall pursue the complaint in accordance with the termination procedures of this district. Such termination procedures may be obtained from the office of the superintendent.

In the event that the superintendent is the person against whom an employee or student wishes to file a discrimination complaint, the complaint may be filed with the president of the board of education. The board shall then appoint a special investigator to investigate the allegation. The board shall direct a hearing by the grievance committee as set forth above.

ANNUAL NOTICE OF FERPA RIGHTS

On July 1, 1997, the Claremore Public School District revised its student records policies and procedures policy. The policy is designed to meet the new regulations of the Family Education Rights and Privacy Act (FERPA). A copy of this policy is disseminated annually to parents and eligible students and is posted at each school site. Copies may be obtained at the superintendent's office.

In the course of a student's education, the Claremore School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records.

A parent or eligible student has the right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the Claremore School District as an administrator, supervisor, instruction or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Claremore School District has contracted to perform a special tasks (i.e., attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Claremore School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The FERPA designates the following as "Directory Information":

- c. The student's name
- d. The names of the student's parents
- e. The student's date of birth
- f. The student's class designation (i.e., first grade, tenth grade, etc.)
- g. The student's extracurricular participation
- h. The student's achievement awards or honors
- i. The student's weight and height if a member of an athletic team
- j. The student's photograph
- k. The school or school district the student attended before he or she enrolled in the school district.

It is the policy of the Claremore School District, pursuant to the exercise of its lawful rights under FERPA, that it will not release the above information as "Directory Information" under FERPA.

In case a parent of a student, a student or former student 18 years old, or a citizen of the Claremore School District believes that the district is violating the Family Education Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:

FAMILY POLICY COMPLIANCE OFFICE

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

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

NON-DISCRIMINATION NOTICE

It is the policy of the Claremore Public School District I-001 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Inquiries concerning application of this policy may be referred to the District Assistant Superintendent of Operations, Coordinator of Title VI, IX, Section 504 as related to equal access and employment practices ADA, Claremore Public Schools I-001, 310 N. Weenonah, Claremore, OK 74017, 699-7300.