

# COYLE PUBLIC SCHOOLS

## 2018-2019 STUDENT HANDBOOK



## Home of the Bluejackets

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# **STUDENT HANDBOOK**

The student handbook is placed in the hands of the student to serve as a guide. The student should become familiar with the rules and regulations of the school. It is hoped that the handbook will help parents to better understand the school policies. Many of the policies set down here are governed by state law or are directives of the State Board of Education, but many are local policy, custom or tradition and may be amended as need arises.

## **1. OUR MISSION**

Believing that all students can learn, we encourage excellence in an academic environment, which provides **all** students with the opportunities to become responsible, literate, successful and productive citizens.

## **2. PRINCIPALS' OFFICES**

The principals are the directors of the school. The policies and philosophy under which the school operates are interpreted through the principals' offices. These offices are designed to help students, parents and teachers who want further information regarding the general policies of the school.

## **3. AUTHORITY OF SCHOOL PERSONNEL**

A teacher or school employee has the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from the school or any other function authorized by the school district. Classroom rules and control are left to the discretion of each classroom teacher. Parents interested in learning more about your child's classroom activities, class rules, and discipline procedures are encouraged to schedule a conference with the teacher(s).

## **4. VIDEO SURVEILLANCE SECURITY CONCERN**

The school district has video and sound surveillance security camera placed in various locations throughout, the campus, classrooms, and building. Touching or intentional blocking of the camera view may result in disciplinary action.

## **5. SCHOOL PROPERTY**

All school property is protected by school policy as well as state law. If damages occur to school property whether it be by accident or intentional the persons responsible will be responsible for payment to the district for full damages to school property are initial the district may file charges with the proper authorities.

## **6. SCHOOL DAY - OPENING**

(Moment of Silence)

(Flag Salute - Pledge of Allegiance)

It shall be the policy of Coyle Public Schools that each day school is in session with students that the students and staff recite the Pledge of Allegiance to the flag of the United States. No student will be required to recite the Pledge of Allegiance or to stand during such recitation. However, all students declining to recite the pledge are expected to remain quiet and respect the rights of others.

The Pledge will be followed by a Moment of Silence to be observed by all students and staff.

Each building administrator will determine the best way to meet these requirements at their site. Oklahoma Statutes 70-11-101.2 & 70-1210.229-6

## **7. HOMEWORK**

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Wherever homework exists in our school system, it should be to supplement, complement, and reinforce classroom teaching and learning.

The assignment of homework is flexible, and is an individual instructional responsibility of the teachers in our school system. Because of the nature of the high school subjects, homework may not be assigned in each class each day. However, regular homework assignments should be anticipated. Certain classes will require more frequent homework than others will, but students should make specific preparations for completing homework assignments.

## **8. REGULAR SCHOOL PROGRAM**

### **a. ORGANIZATION OF SCHOOL SYSTEM**

The organization of the school system will be K-8 Elementary School and 9-12 High School. The school day and the school term will be prescribed by law. The Board has the authority to extend the term beyond the minimum number of days required by State law.

### **b. EXTRA-CURRICULAR ACTIVITIES**

The extra-curricular activities should be managed in such a manner as to bring out their maximum benefits with a minimum of interference with the regular curricular program. It will be the responsibility of the superintendent and principal, with and through the faculty, to determine the activities to be carried on in accordance with regulations of the Board.

### **c. VOCATIONAL EDUCATION PROGRAM**

Students may participate in the Vocational Education Program being offered to area high school students at the Meridian Technology Center provided the student pays his/her own tuition and provides his/her own transportation to and from Meridian Technology Center.

#### **d. GIFTED EDUCATION PROGRAMS**

Gifted students are those students identified as “having demonstrated potential abilities of high performance or services.” For the purpose of this definition, “demonstrated abilities of high performance capability means those identified students who score in the top three percent (3%) on the total composite score on any national standardized test of intellectual ability.”

All students will be tested in the Spring, using the Iowa Test of Basic Skills. Students who score in the top three percent (3%) composite are automatically identified and served. The following is a list of alternative identification criteria that may be used to identify students demonstrating abilities of high performance and services.

1. Referral Achievement Test Scores
2. Teacher Referral
3. Parent
4. Portfolio of student’s work
5. Slossan IQ Test

Programs are being provided to students in the Coyle Schools, which meet the guidelines. They are defined as "those special instructional programs, supportive service, unique educational materials, learning settings and other educational services which differentiate, supplement and support the regular educational program in meeting the needs of the gifted."

#### **e. SCHOOL DISMISSAL**

The superintendent will make the decision as to whether school will be dismissed because of bad weather after consultation with administrators responsible for transportation services. The announcement of school dismissal will be made via radio and/or TV.

WKY Radio        930 AM OKC  
KFOR-TV Channel 4 OKC  
KSPI Radio        93.7 FM Stillwater

#### **f. LIBRARY**

Coyle Public Schools is very proud of its fine library. The books and video collection, as well as computer access, in the library is there for the student's educational growth. All books, magazines, or reference books are not allowed to be taken outside of the library unless the student has properly checked them out. Students will check books out with the librarian.

If a book is lost or damaged beyond normal wear, the student will be required to pay for the book. A student who has a fine or a book overdue may not check out library materials.

The library will be open at the discretion of the principals and teachers can schedule class library times with the principals.

**g. LUNCHROOM**

Grades PK - 12 will pay the secretaries for all meals. Those eating by the day will either pay or charge.

**i. CHARGES MUST BE PAID BY THE 10<sup>TH</sup> OF EACH MONTH**

In the event that a family lunch bill that exceeds \$100.00, all family members in school would not be able to participate in the extra activities unless the previous month's bill had been paid in full starting the new month with a zero balance for the family.)

**ii. FOOD, SOFT DRINKS AND NON-ALCOHOLIC BEVERAGES**

K-6 students may not consume food, soft drinks or non-alcoholic beverages anywhere on the school grounds during the school day, other than those students who bring a lunch from home. In this case, the student may consume the food and drink from home in the cafeteria only. With Teachers permission students may have bottle water in the classroom.

High school students will be allowed to have food, soft drinks and non-alcoholic beverages. Food and drink are only to be opened and consumed outside of the school building or in the cafeteria. Food and drink may only be consumed before the beginning of the school day, or during the noon period. If litter becomes a problem on the campus, this privilege will be suspended. Food and drink will not be allowed in the school building other than a student may bring a lunch from home and store it, unopened, in his/her locker.

**h. USE OF TELEPHONE**

The school phones are business phones and are to be used only with the permission of a school official. Use of the school phone is a privilege, not a right. Students must have a hall pass issued by a teacher in order to use a phone during class time. The hall pass must state that the student has been given permission to use the phone. School phones are to be used only in case of emergency. A student must tell the school official the reason for needing to use the phone before it is used. If the student does not state the reason, he or she will not be allowed to use the phone.

Use of cell phones will be limited to 7<sup>th</sup>-12<sup>th</sup> grade students during the lunch period only. Students may not use cell phones between classes. Students who do not adhere to rules concerning use of the telephone should expect disciplinary action.

**i. TOLL-FREE NUMBER**

Coyle Public Schools has a toll-free telephone number for those patrons who are not in the Oklahoma City wide-area dialing. That number is 1-888-895-9269.

**j. STUDENT LOCKERS**

Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The principal has the authority to inspect or initiate periodical locker inspections. All lockers are equipped so they can be locked. Locks are not required but are recommended for protection of personal belongings.

Students desiring locks will provide the school principal with a key or the combination of the lock. Students have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other school property.

**k. VISITORS**

All visitors (which include parents) shall check in at the principal's office when they enter the school premises. No friends, visiting cousins, etc. will be allowed to attend school with students of Coyle Public Schools. Any exceptions to this rule must be approved by the principal.

**l. PARENT CONFERENCE**

Parents are always welcome to Coyle Public Schools and we encourage them to come at their convenience to visit us. However, if a parent needs to talk with their child's teacher, we ask that the parent call and schedule a time for a conference or come before or after school. This is done in order to insure that students are not deprived of instructional time.

**9. CODE OF BEHAVIOR**

**a. YOUR MAIN GOAL IN SCHOOL IS EDUCATION**

Education is an opportunity worth having just for its own sake. It's also a tool, which helps you learn more, faster. It prepares you for rigorous demands of a job and home life and helps you to become a productive citizen.

**ANY PERSON PREVENTING OTHERS FROM REACHING THIS GOAL IS GOING TO BE CORRECTED OR DISCIPLINED.**

To learn the most you can in any class requires that you be able to listen, recite, share and concentrate without interference. You'll find that most problems in a classroom center

around people disrupting others. This school protects your right to an education without interference from others.

**b. MUCH LIKE HOME, THERE ARE AUTHORITIES AT SCHOOL**

These authorities have made it their business to study young people as well as their own particular subjects. Their goal is your welfare. Their main interest is you. They care enough about you to encourage and challenge you so that you will succeed. If teachers aren't all alike as far as rewards, punishment, discipline, etc.--you have learned a valuable fact of life. Teachers are not alike and neither are the many people with whom you'll come in contact. In whatever job or profession you choose, you will have to adjust to a variety of different types of demands from a variety of personalities. As you practice respect for others and personal discipline now, it will be much easier later on. Here is a list of three basic guidelines that will help you be a success at Coyle Public Schools:

- 1. DO WHAT'S RIGHT**
- 2. DO THE BEST YOU CAN**
- 3. THE GOLDEN RULE - TREAT OTHERS AS YOU WISH TO BE TREATED**

The average student, that is doing a good day's work and has a pleasant attitude, will rarely have to worry about being disciplined.

**c. HALL CONDUCT**

At class change time, students are to keep to the right in the halls until they reach their destination. **WALK, DO NOT RUN!** Students are reminded to keep their hands to themselves during class changes and school hours.

**d. UNDUE FAMILIARITY OR PUBLIC DISPLAY OF AFFECTION (PDA)**

Students are expected to conduct themselves in a proper manner while at school. Hugging, kissing, etc. will not be permitted while on school property. Students that misbehave in the hallways will be disciplined.

**e. SCHOOL DRESS CODE**

Students of the Coyle School District are expected to dress and be groomed so that credit will accrue to the school and to the student body. Any public display of nudity or any "flare" in grooming or dress, which is offensive to the group and thus interferes with the education of the majority, will be corrected immediately. Any act or condition that is disruptive to the learning process of the majority of the students will not be tolerated.



The following grooming and dress code for the Coyle Public Schools has been adopted by the Board of Education:

1. Grooming - Hair shall be neatly groomed while the student is under the supervision of the school.
2. Tank tops, sleeveless shirts and dresses, and abbreviated shirts will not be worn. Students will keep their shirts buttoned from the second buttonhole from the top. Appropriate dress excludes the wearing of halters, dress that exposes the midriff, and cutoffs.
3. Walking shorts, skirts, pants, dresses, etc., may be no shorter than 5" above the center of the knee, or shorts must have a minimum of a 7" inseam.
4. All writing and insignias on clothing worn to school will be limited to what is appropriate for school. The principal has the authority to determine what will be appropriate. Examples of inappropriate writing or insignias are: alcohol advertisement, tobacco advertisement, drug promotions, offensive or suggestive language, and flags (except the U.S. and/or the Oklahoma or other State flags).
5. Hats, caps, bandanas and inappropriate headdress are not to be worn inside the school building during the regular school day. Shoes are to be worn at all times while the student is under the jurisdiction of the school. Principals may make exceptions at their discretion.
6. All pants, shorts, etc. will be worn at the waistline. Pants should not bag excessively and no undergarments will be exposed. Any clothing worn under the shirt, pants, or shorts will be considered to be undergarments.
7. Students dressing inappropriately will be required to modify or change their clothes in order to meet the dress code. The second occurrence will include notification of parents. Continual violation may lead to suspension.
8. Sponsors for extra-curricular activities may allow different dress for these activities.
9. The school dress code applies to all school sponsored functions.
10. The principal shall have the power to make decisions on any type of grooming, clothing or dress not covered in the previous paragraphs.

**f. BULLYING**

Bullying is the general term applied to a pattern of behavior whereby one person with a lot of internal anger and consequent aggression and lacking interpersonal skills chooses to displace their aggression onto another person, chosen for their vulnerability with respect to the bully, using tactics of constant criticism, nit-picking, exclusion, isolation,

teasing etc. with verbal, psychological, and physical violence. Students found to be using bullying tactics towards other students will receive disciplinary actions.

**g. HARASSMENT, INTIMIDATION AND BULLYING**

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

**h. SEXUAL HARASSMENT**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes. Anyone found to be sexually harassing someone will receive disciplinary actions.

**i. CAFETERIA ETIQUETTE**

The cafeteria is provided for the student's convenience and pleasure. Here you can meet your friends and enjoy with them excellently prepared food of great variety. To keep the cafeteria clean and orderly for you to thoroughly enjoy your meals, certain things must be observed.

1. The lines should be formed as you enter the cafeteria, and you should keep your place in line. Running or crowding in line is never in order.
2. Do not hold a place in line for friends. This is not fair to those students already in line.
3. Observe the rules of etiquette and order in the lines and at the tables as though you were in the dining room of your own home.
4. Please dispose of all empty milk cartons, plastic ware, and used napkins into the refuse cans.

**j. DRIVING REGULATIONS**

Cars and cycles may be ridden or driven to school if the operator has a valid license. All student vehicles must be registered in the high school principal's office prior to being driven to school. Speed on school grounds is not to exceed 5 m.p.h. When vehicles enter school grounds, they must be parked in the designated area and may not be moved until school is dismissed unless permission is obtained in the office. Students are not allowed to go to their vehicles once the car is parked without a pass.

Sitting in or on any vehicle will not be permitted, and students will not be allowed to loiter in the parking lot. There should be no loud noises coming from the vehicles while in the parking lot. Students are advised to lock their vehicles before leaving them. Parents and students are to be advised, vehicles may be searched when on school property.

**k. GUM CHEWING**

The chewing of gum on school grounds during the school day and lunchtime is forbidden. Gum has a tendency to create problems after it has lost its flavor, such as: appearing on floors, sidewalks, soles of shoes, clogging up plumbing, resting in drinking fountains, etc. Students who are caught chewing gum should be prepared for disciplinary action.

**l. SCHOOL GROUNDS RULES – (K-8)**

1. Use steps to go up the slide.
2. No football - tackle or touch football.
3. No wrestling or wall ball.
4. Play tag on the grounds, not on the equipment.
5. One (1) student on a swing at a time. Students must swing in a straight manner.
6. Plastic bats only.
7. Skateboards are not allowed at school.
8. At no time will students be allowed to hang on the rims or nets of the basketball goals.
9. Elementary students are not allowed to have food or drink in any area other than the cafeteria.

**m. SCHOOL GROUNDS RULES - (9 - 12)**

1. Before school and during the lunch period, students will be allowed to assemble only on the South and East side of the High School. Students should not block any entrance to the High School.
2. All students must have a hall pass in order to be out of the classroom for any reason during regularly scheduled classes.
3. No food, drink, gum, sunflower seeds, etc. are allowed in the High School. Students may purchase food and drinks at the vending machines but all food and drink must be opened and consumed outside. Bottle water may be allowed in classroom with teacher permission. No food drinks, etc. will be allowed to be kept in lockers other than a lunch brought by a student. This lunch will only be allowed to be opened and consumed in the lunchroom or outside.
4. No glass soft drink containers will be allowed at school. Soft drinks shall be either in cans or plastic bottles. All bottles, cans, candy wrappers, etc. should be properly disposed of by placing them in the nearest trash receptacle. Failure by students to properly dispose of their trash could cause the privilege of having pop, candy, etc. at noon, to be revoked.
5. Excessive horseplay, "roughhousing", wrestling, throwing of objects, etc. is forbidden.

**n. ELECTRONIC DEVICES**

No student shall possess any electronic music device, electronic game, or any electronic communication device or pagers while attending Coyle Public School, with the exception of cell phones. This shall include but is not limited to; radios, cassette players, compact disc players, electronic games, such as Game-Boys, paging devices, etc. All cell phones will be registered in the principal's office and shall only be turned on during the lunch hour. Violation of any of these rules will result in the following disciplinary actions.

1<sup>st</sup> offense – Device will be held in the principals'; office until parent/guardian retrieves it personally.

2<sup>nd</sup> offense – Device will be held in the principal's office for the remainder of the current semester. A parent/guardian retrieves it personally at the end of the semester.

3<sup>rd</sup> offense and any thereafter – 3 days out-of-school suspension.

Any exception to this rule may be made during extra-curricular activities held after school hours, if permission is previously obtained from the sponsor of the activity. If an exception is made, the student is solely responsible for any loss, theft or damage done to the electronic device.

**o. COYLE PUBLIC SCHOOLS INTERNET USE POLICY**

Internet access is available to students and teachers in the Coyle Public School District. We are very pleased to bring this access to Coyle and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Coyle Public Schools by facilitating resource sharing, innovation and communication.

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

- A. electronic mail communication with people all over the world;
- B. information and news;
- C. public domain and shareware of all types;
- D. discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics;
- E. access to many university catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Coyle Public Schools have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control materials and an industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Coyle School user violates any of these provisions, his/her access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

**p. INTERNET- TERMS AND CONDITIONS:**

**i. ACCEPTABLE USE:**

The purpose of Newnet66, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product

advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

**ii. PRIVILEGES:**

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will participate in a discussion with a Coyle School faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend user access.

**iii. NETIQUETTE:**

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Your messages should not be abusive to others.
2. Use appropriate language; do not swear, use vulgarities or any other inappropriate language.
3. Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues.
4. Illegal activities are strictly forbidden.
5. Note that electronic mail (e-mail) is not guaranteed to be private.
6. Do not use the network in such a way that you would disrupt the use of the network by other users.
7. All communications and information accessible via the network should be assumed to be private property.

**iv. LIABILITY:**

The Coyle Public Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. The Coyle Public Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Coyle Public Schools is at the user's own risk. The Coyle Public Schools are not responsible for the accuracy or quality of information obtained.

**v. SECURITY:**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any

problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access the Internet as a systems administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**vi. VANDALISM:**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Newnet66 Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

**vii. ACCEPTANCE OF TERMS AND CONDITIONS:**

All terms and conditions as stated in this document are applicable to the Coyle Public Schools in addition to Newnet66. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

**q. INTERNET USE APPLICATION**

See attached Form A.

**10. STUDENT DISCIPLINE**

**a. DISCIPLINE PLAN**

The following behaviors listed are provided as examples. It is not intended to be a complete list. The principal has the right to determine if any behavior or action warrants the student being placed on any level of the discipline plan judged appropriate.

- A. Severe disruption or violation of school policy could result in the student being placed at any level of the discipline plan the principal judges appropriate.
- B. If the student is not referred to the principal's office for an extended period of time he/she may move back one step on the plan.
- C. Below is an example of some of the behaviors or actions that could lead to a student being referred to the principal's office:
  - 1. Continual non-compliance with classroom rules.
  - 2. Failure to adhere to the dress code.
  - 3. Hallway misconduct.
  - 4. Class disruption.

5. Disrespect or defiance toward any teacher.
6. Cafeteria misconduct.
7. Fighting.
8. Using profanity.
9. Stealing or being in possession of stolen property.
10. Failure to complete detention by the assigned date.
11. Failure to attend noon detention.
12. Truancy.
13. Failure to adhere to bus rider rules.
14. Excessive tardiness.
15. Violation of playground rules.

Step I: When the student is referred to the principal's office, a student-principal conference will be conducted. The student's parents will be notified of the referral. The student will also be given one or more days of after-school detention or other appropriate discipline.

Step II: The second referral will result in the student being given a longer period of detention or other appropriate discipline. The parents will also be informed of the referral.

Step III: On the third referral, the student will be suspended from school for three days. The student's parents will be notified.

Step IV: On the fourth referral, the student will be suspended for a period of time as determined appropriate by the principal. The student's parents will be notified.

#### **b. IN-SCHOOL INTERVENTION (ISI)**

In-School Intervention (ISI) is a highly structured class situation with the emphasis being placed on intensive student intervention. The primary purpose of this program is to allow most student offenders to remain in school and keep with academics while being disciplined.

**Students will not participate in any school activity during the time placed in ISI. This includes attending activities with parents. Students may not attend any school activities during this time. Staff may require or permit students to attend after school tutoring, practices, etc.**



### **c. BEFORE OR AFTER-SCHOOL DETENTION**

Before or after-school detention is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Each student is to have sufficient materials and books to study for the hour, and is to cooperate with the teacher on detention duty. Before or after-school detention will be in the detention teacher's classroom.

Failure to do detention time within the allotted time assigned will result in disciplinary action, which may include suspension. The following is a list of rules for detention hall:

1. All students must be seated in detention room by 7:30 a.m. for before school or 3:45 p.m. for after school detention.
2. All students must bring homework that is sufficient to last one complete hour. The student is responsible for bringing all necessary materials (i.e.: paper, pencil, etc.) for completion of homework. The detention hall teacher will give any student not having work sufficient to last the full hour an assignment. Reading library books, magazines, newspapers, etc. will not be allowed, except for completion of class assignments.
3. Students must stay in their seat during the entire period. Talking, unnecessary noises, sleeping, chewing gum, eating food, etc. will not be allowed.
4. Students who do not follow the rules of detention hall will be told to leave the school premises. The time they have served during that detention hall period will not count and the student may be subject to further disciplinary action by the principal. Students that disrupt detention hall or fail to complete detention may be subject to suspension.

### **d. NOON DETENTION**

Noon detention is an alternative disciplinary action to before or after-school detention. The following are the rules for noon detention:

1. Students must be in the detention classroom and in their seats by the assigned time.
2. Students must bring homework sufficient to last the entire detention period. Library books, magazines, newspapers, will not be allowed, except for completion of class assignments. Any student not working the entire period will be subject to disciplinary action.
3. Students must stay in their seats the entire detention period. Any disruptive behavior will subject the student to disciplinary action.

4. Noon detention will be over when the students are released by the detention teacher.
5. Three (3) days of noon detention will substitute for one (1) day of before or after-school detention.

**e. CAFETERIA DUTY**

Cafeteria duty is an alternative disciplinary action to after-school detention. Three days of cafeteria duty may substitute for one hour of before or after-school detention. Cafeteria duty will be served during the student's lunch period. Students must sit in the designated area to eat and are required to assist to the cafeteria personnel in cleaning up the cafeteria for twenty minutes. Failure to complete the cafeteria duty satisfactorily will result in further disciplinary actions.

**f. CORPORAL PUNISHMENT**

An alternative to other forms of punishment may be granted in the form of corporal punishment, if the principal decides to give the student the choice. Corporal punishment is defined as paddling the student with a paddle. Prior written parental consent must be given before the principal will consider administering corporal punishment.

Only the building principal can administer corporal punishment, with a certified school employee as a witness. Corporal punishment should be administered in such a location that only the principal, the witness, and the student are present. No student shall receive more than three swats with the paddle in any one school day.

**g. SATURDAY SCHOOL**

Saturday School will be assigned to students with excessive tardies or may be used in certain disciplinary situations. Any non-scheduled school day, such as Fridays, may be used as a Saturday School at the discretion of the principal. Below is a list of rules for Saturday School:

1. All students must be seated in the Saturday School room by 8:00 a.m. Students not in their seats by 8:00 a.m. will not be allowed to attend.
2. Students must bring paper and a writing instrument.
3. Students must work on their assignment the entire time.
4. Students must stay in their seat the entire time. Talking, unnecessary noises, sleeping, chewing gum, eating food, etc. will not be allowed.
5. Students who do not follow the rules of Saturday School will be told to leave the school premises. The time they have served in Saturday School will not count and the student may be subject to further disciplinary action.

6. Students that disrupt Saturday School or fail to attend Saturday School may be subject to suspension.
7. Students will be given one five-minute break at 10:00 a.m. No other breaks will be given.
8. Saturday School will end at 12:00 p.m.

**h. SUSPENSIONS AND EXPULSIONS**

The principal has the authority to suspend any student in accordance with existing state laws, for misbehavior or for any other sufficient reason. Suspension will be reported immediately to the superintendent.

Students who conduct themselves in such manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal or superintendent, be suspended from school. Some causes for the suspension or expulsion of students are as follows:

1. Continued willful disobedience
2. Deliberate trifling in school
3. Damaging or defacing school property
4. Profanity or vulgarity
5. Repeated truancy
6. Stealing
7. Immoral conduct
8. Fighting
9. Not attending the regularly scheduled classes (playing hooky)
10. Gambling or bringing alcoholic beverages, narcotics, drugs, etc., on school premises, or under the influence of alcohol or drugs when in attendance at school
11. Failure to do detention time.

**i. STUDENT SUSPENSION IN EXCESS OF THREE (3) DAYS**

Acts which may cause a suspension in excess of three (3) days:

1. Immorality, profanity, or obscenity as defined by the Statutes of Oklahoma

2. Consistent violation of written school rules, regulations or policies
3. Possession, threat, or use of a dangerous weapon as defined by the State Statutes
4. Assault and battery
5. Student threats and all types of harassment, and/or other violent behavior
6. Possession of any narcotic drug, stimulant, barbiturate, or alcohol
7. Conduct calculated to disrupt the operation of the school
8. Conduct which jeopardizes the safety of others
9. Habitual truancy
10. Membership by student in secret clubs, fraternities, sororities or other secret organization
11. Not attending their regularly scheduled class (playing hooky)

**j. PROCEDURES OF SUSPENSION**

The principal of the school shall suspend the student in the following manner:

1. Attempt to orally notify the student and his/her parents or guardian, stating the reason for this suspension, the term of his/her suspension and his/her right of a hearing before the principal.
2. In writing, notify the student and his/her parents or guardian, by United States mail stating the reason for his/her suspension, the term of his/her suspension and his/her right of a hearing before the principal.
3. In the event the student and/or his/her parents or guardian are dissatisfied with the outcome of the hearing before the principal, the principal shall notify the parents or guardian and the student in writing, of his/her decision and student's right of appeal to the superintendent.
4. In the event the student and/or his/her parents or guardian are dissatisfied with the outcome of the hearing before the superintendent, the superintendent shall notify the parents or guardian and the student in writing, of his/her decision and the student's right of appeal to the school board. In the event of a short term suspension, that ends prior to the next scheduled school board meeting, a suspension appeal committee may hear the appeal and give their decision. The appeal committee will be made up of 3 certified staff, employed at Coyle Public Schools, appointed by the superintendent. This process may also be used if an administrator's child is being considered for suspension.

5. Arrangements should be made through the principal's office to pick up class work that will be missed during the out-of-school suspension. Class work will be offered and provided at the student's and/or parent/guardian's request to continue education; credit shall be given while on out-of-school suspension. For lengthy suspensions, class work should be picked up and then the completed work must be brought back on days that new work is picked up. If the student needs help on an assignment or has any other questions, he/she can call the school to make arrangements to meet with a teacher for help.

## **11. SAFE SCHOOLS**

### **a. PUPILS - RELEASED TO LAW OFFICERS**

Various police, attorneys and/ or insurance investigators may interrogate school children only with the consent of the parent, guardian, or upon the written order of the court, and with permission of the principal.

No child will be released into the custody of an officer of the law without the parent's or guardian's consent or upon the written order of the court. If a law officer directly requests a student through a teacher, the teacher will not release said student without permission from the principal personally.

### **b. SAFE-CALL**

SAFE-CALL is a confidential, toll-free school safety hot line that can be used by anyone in Oklahoma. It is available 24 hours a day, 365 days a year. SAFE-CALL allows Oklahoma citizens to anonymously report circumstances they feel may put themselves or others at risk in school. The SAFE-CALL number is **1-877-SAFE-CAL(L) ext. OK1**, 1-877-723-3225 ext. 651.

### **c. SEARCH AND SEIZURE POLICY**

The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practical.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any search without a warrant.

The superintendent or principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages (glue, paint, etc.) or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended under this section. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property, (70 O.S.A. 24-120).

**d. TOBACCO PRODUCTS OF ANY KIND**

The Board of Education understands the concern expressed by parents, educators, students and other community members regarding the adverse effects of tobacco on the individual. Further, the Board is aware of Oklahoma law that prohibits the possession of tobacco by minors. Therefore, the Board establishes the following policy:

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form, or tobacco products of any kind, will not be used by students while on school premises. Tobacco should not be possessed or used by students attending any school-sponsored event outside school premises, or while in transport to or from such an event in school authorized vehicles.

The Oklahoma law, enacted as Title 21, Oklahoma Statutes, Section 1241, provides essentially that any person who furnishes, by whatever means, tobacco or tobacco products to a minor will have committed a misdemeanor punishable by "a fine of not less than twenty-five dollars (\$25.00) nor more than two hundred dollars (\$200.00) and

confinement in the county jail of not less than ten (10) days nor more than ninety (90) days for each offense."

The bill further provides that any minor being in possession of "cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product" who refuses to divulge his or her source is also guilty of a misdemeanor and may be punished by fine, jail term or both.

**e. DRUG - ALCOHOL – TOBACCO STANDARDS OF CONDUCT**

The Board of Education believes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Coyle students are expected not to be involved in the use or possession of these dangerous substances. Therefore, any Coyle student will refrain from any of the following acts of conduct:

1. Unlawful possession, use, distribution, or under the influence of illicit drugs, on school property or at any school activity.
2. Possession or use of alcohol on school property or at any school activity or while traveling to or from any school activity or reporting to school under the influence of alcohol.
3. Use or possession of any tobacco products by students on school property or at any school activity or while traveling to or from any school activity.

Students who violate the above rules of conduct will be subject to the following disciplinary actions. First offense for tobacco possession or use may include, detention, short-term suspension, or other action deemed appropriate by the principal. First time offense for drug abuse, possession or distribution may include the above sanctions and/or long-term suspension and referral to law enforcement authorities for prosecution and referral to an appropriate rehabilitation program. Subsequent violations of any of the rules of conduct may include any of the above actions by the principal.

Drug and alcohol counseling are available to Coyle students through the Logan County Youth and Family Services and the Logan County Guidance Clinic.

**f. STUDENT POSSESSION OF FIREARMS**

Any student who brings or is in possession of a firearm at school, on school transportation, at any school activity or on the school grounds, will be subject to a one calendar year suspension from Coyle Public Schools. The administration of Coyle Public Schools has the right to make exceptions due to unforeseen circumstances involving policy.

**g. POSSESSION OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the Coyle Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of/ or said student has in his/her possession: (1) non-intoxicating beverages (glue, paint, etc.); (2) alcoholic beverages; or, (3) controlled dangerous substance as they are defined by state law shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools or a parent or legal guardian of said student of the matter.

**h. STUDENT DRUG TESTING PROGRAM - EXTRA-CURRICULAR ACTIVITIES**

**Student Drug Testing Program – Extra-Curricular Activities**

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

**Purpose and Intent**

It is the desire of the board of education, administration, and staff that every student in the Coyle Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. 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 extra-curricular activities. This policy is intended to complement all other policies, rules, and regulations of the Coyle Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extra-curricular activities such as interscholastic athletics at the Coyle Public School District is a privilege. Students who participate in extra-curricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extra-curricular activities 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 illegal drugs. Additionally, this school district is contracted to follow the rules and regulation of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. 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 the policy to participate in any extra-curricular activities. There will be no academic sanction for violation of this policy.



Illegal drug use of any kind is incompatible with participation in any extra-curricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

### Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extra-curricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drug or the metabolites thereof in a person's urine.
4. **Random tests** are given monthly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
  - A. Results in an equal probability that any student from a group of students 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 or extra-curricular activities participant selected under the mechanism.
6. **Follow up tests** can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. **Performance-enhancing drugs** include 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 drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
9. **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.
10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extra-curricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, 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.

11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

### Procedures

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. All 7<sup>th</sup>-12<sup>th</sup> grade students participating in extra-curricular activities will be subject to a monthly, random urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance will be included as part of that physical examination.

Student participants in extra-curricular activities shall be provided with a copy of this policy and an extra-curricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extra-curricular activity. The consent shall provide a urine sample (a) as chosen by the random selection basis; and (b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activity unless the student has returned the properly signed consent form.

All extra-curricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extra-curricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extra-curricular participants will be chosen on a monthly selection basis from a list of all extra-curricular participants in off-season or in-season activities. The school district will determine a monthly number of students' names to be drawn at random to provide a urine sample for drug testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extra-curricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the superintendent, athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses 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.

All aspects of the drug testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen will be taken by the student urinating inside a provided designated cup

to provide enough urine needed for the test. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the proceeding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

### Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

### Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extra-curricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the 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 and nonappealable.

### Consequences

1. **First positive test.** The student will be suspended from participation in all extra-curricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling sessions will be with the Coyle Public Schools counselor or with a counseling service chosen by the student's parent or custodial guardian. Counseling services chosen other than the Coyle Public Schools counselor will not be paid for by Coyle Public Schools. If other counseling services are chosen, documentation must be provided to Coyle Public Schools proving the services. Follow-up sessions may be with one or both counselors.
2. **Second positive retest.** The student will be suspended from participation in any extra-curricular activity for the remainder of the semester.
3. **Third positive retest.** The student will be suspended from participation in any extra-curricular activity for 180 school days.

4. **Self Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extra-curricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.
5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extra-curricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

# STUDENT EXTRA-CURRICULAR ACTIVITIES CONTRACT

## Statement of Purpose and Intent

Participation in school-sponsored extracurricular activities at the Coyle School District is a privilege and not a right. Such privilege is governed by the district policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities. Alcohol and illegal drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Coyle Public Schools. 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 participants in extra-curricular activities 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 alcohol or illegal drugs.

## Participation in Extra-curricular Activities

For the safety, health, and well-being of the students of the Coyle Public Schools District, the district has adopted the attached policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extra-curricular Activities and this Student Extra-curricular Activities Contract, which shall be read, signed, and dated by the student participant, parent or custodial guardian, and coach/sponsor before such participant shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extra-curricular activity unless the student has returned the properly signed Student Extra-curricular Activities Contract.

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

I understand, after having read the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extra-curricular Activities and this Student Extra-curricular Activity Contract, that, out of care for my safety and health, the Coyle School District enforces the rules applying to the consumption or possession of alcohol and/or illegal drugs. As a member of a Coyle Public organization, I realize that the personal decisions that I make daily in regard to the consumption or possession of alcohol and/or illegal drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of alcohol and/or illegal drugs any time during the school year, I understand, upon determination of that violation, I will be subject to the restriction of my participation as outlined in the policy.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

We have read and understand the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extra-curricular Activities and this Student Extra-curricular Activities Contract. We desire that the student named above participate in the extra-curricular activity programs of the Coyle Public Schools and we hereby agree to and abide by all provisions of the policy.

Signature of Parent or Custodial Guardian \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT EXTRA-CURRICULAR ACTIVITIES CONTRACT

Please obtain the signatures of all coaches/sponsors for extra-curricular activities, teams, or organizations in which the student is involved:

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

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Signature of Sponsor or Coach

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Signature of Sponsor or Coach

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Activity/Team/Organization

\_\_\_\_\_  
Signature of Sponsor or Coach

\_\_\_\_\_  
Activity/Team/Organization

## 12. STUDENT ATTENDANCE

### a. RESIDENCY

- A. The residence of a student for school purposes is defined by 70 O.S. Supp. 1992, Sections 1-113.
- B. The school district in which a student is presented for enrollment shall verify that the student is either a resident of the school district or is otherwise entitled to attend school in that school district for any other reason authorized by law.
- C. Coyle School district's policy, which provides for the procedures and criteria to determine if a student is a resident of the school district or is otherwise, entitled to attend school in that school district is as follows: Coyle Board of Education policy shall include, but not limited to, documented evidence provided by the parent, guardian or person having care and custody of the student. Such documentation may include proof of provisions of utilities, payment of ad valorem taxes, local agreements or contract for purchasing/leasing housing. The criterion for residency adopted in this policy shall not be in conflict with statutory provisions relating to the residence of students. This policy shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.
- D. Pursuant to 70 O.S. 18-111, a pupil moving from a school district during a school term shall be entitled to attend such school for the remainder of that school term. (70 O.S., Section 18-111)
- E. Coyle school district may, as a part of its procedures for determining student residency, require reverification of student residency at the beginning of each school term.
- F. Procedures for resolving residency disputes are specified in this subsection. Coyle school district designates the superintendent of Coyle Public Schools as its residency officer. The residency officer pursuant to the following procedures shall determine any question or dispute as to the residence of a student.
  - 1. If Coyle school district initially denies admittance of a student who claims to be a resident of the school district, the parent, guardian or person having care and custody (hereafter parent) of the student shall be informed that they may request a review of the decision of the local residency officer. A review of the decision will be made by writing the residency officer and asking for a review of the initial decision.
  - 2. If, during the course of the school year a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue in that school until these dispute procedures have been exhausted.

3. The parent of the student must notify the residency officer, in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent, guardian, or person having care and custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. Said information must be submitted with the request for review.
4. The residency officer must render a decision and notify the parent of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.
5. In the event the parent disagrees with the decision, the parent shall notify the residency officer, within three (3) school days of the receipt of the residency officer's decision, who will submit his/her findings and all documents reviewed to the local Board of Education. The local Board of Education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next regularly scheduled Board meeting. The local Board's decision shall be the final administrative decision.
6. In an effort to place students in school as quickly as possible, timelines shall be followed, unless due to emergency circumstances both parties agree to an extension of timelines.

**b. POLICY STATEMENT FOR KINDERGARTEN**

It shall be the policy of the Coyle School System to advocate that children be placed in our kindergarten according to their developmental age rather than according to their chronological age. Developmental age considers the physical, neurological, social, emotional and intellectual growth changes which have occurred within the child, which are unique to him/her and make him/her different from every other child. This will require a developmental assessment before a child may enter kindergarten. The minimum developmental age for entry into the Coyle Public Schools' kindergarten shall be five years.

Although state guidelines permit kindergarten entry at the chronological age of five, the child's success in school is at high risk if he is not developmentally ready. Over-placed children are those children who go to school before they are developmentally ready. Over-placed children do not catch up. Teaching, tutoring and training will not make an over-placed child developmentally ready for the next grade. It will be the policy of the Coyle School System to inform parents if their child is found to be developmentally young. After being informed of the schools assessment, parents have the right to enter or not enter their child in kindergarten if the child has reached the chronological age of five years.



c. **ATTENDANCE**

The Coyle Board of Education firmly believes that a student in the Coyle Public Schools must attend school on a regular and punctual basis in order to benefit appropriately from the educational opportunities available. Based on this premise, it is the decision of the Coyle Board of Education that all students must be absent no more than ten (10) days a semester in order to earn a passing grade in any subject. Any exceptions to this regulation must be resolved by an administrative review Board on an individual basis following careful study of the circumstances involved. The administrative review Board shall consist of the superintendent and the principal. Any student, parent, teacher, counselor, or principal may make an official request of the principal for consideration by the administrative review Board for special study of circumstances wherein the limit of twelve absences is exceeded.

Any student who has surpassed the twelve absence limit, may request to the principal that he or she be allowed to attend Saturday School in order to "make-up" for these absences. Each Friday or Saturday School completed in a satisfactory manner will replace 1/2 day's absence. A student may be allowed to "make-up" up to two (2) full days of absences by attending as many as four Friday or Saturday School sessions and completing it in a satisfactory manner. The student's grades for the class or classes affected will then be restored. If a student's excessive absences are in the first semester, he/she must complete his/her Saturday School by the deadline assigned by the principal which shall be no longer than six weeks into the second semester. If the student's excessive absences are in the second semester, he/she must complete the Saturday School by the deadline established by the principal which shall be no longer than five days after the end of the semester. In this case the student may be required to attend on a weekday and for up to eight hours at a time (four hours will count as one Saturday School session). Being absent means that a student is **NOT IN CLASS.** **THE ONLY EXCEPTION IS WHEN A STUDENT MISSES REGULAR CLASS WORK TO ATTEND A SCHOOL FUNCTION ELSEWHERE.**

d. **EXCUSED ABSENCES**

Excused absences are absences for any reason that a parent or guardian may see fit for the student to miss school. Students are allowed one (1) day, plus the number of days absent, to make up class work. It is the responsibility of the student to contact the teacher about make-up work.

Any examination or test, announced during the student's presence in class or which is regularly scheduled (i.e.: nine weeks test, semester test), which is missed because of an excused absence, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he or she shall be obligated to take the test on that day.

Should the student be absent at the time the test is announced and if it is not regularly scheduled, then the test shall be administered to him or her one day following his or her return to class. Any exceptions to this rule shall be the discretion of the principal.

Note: Students need to remember they must not exceed ten (10) absences per semester in order to pass. Students with good attendance habits usually do better than students with poor attendance habits.

**e. TRUANCY**

A student is considered truant when he leaves school without permission from the office or if he remains away from school without the knowledge and consent of his parents or guardian. Cutting class for just one hour will be considered truancy, even though the student did not leave the school grounds.

**f. PROCEDURES TO BE USED WHEN STUDENT HAS BEEN ABSENT**

1. Every student absent from school for any period or all day must secure an admit from the principal's office. This includes students checking out at the office. No teacher will admit a student back to class without an admit after an absence. (There is one exception, which is explained in item 5.)
2. Admits will be issued between 8:00 and 8:10.
3. Students must bring notes from home stating reason for absence and signed by the parent.
4. All "cuts" will be truancy and punishment will be expected.
5. Students gone from school on school sponsored activities and whose names appear on the bulletin do not need an admit from the office.

**g. HOMEBOUND PROCEDURE POLICY**

Each student and/or parent will be responsible for picking up assignments on the agreed upon time and day of the week. They will have one week from that day to return and pick-up more work. If no work is returned within this timeframe zeroes will be given for those assignments that are missing. It will be at the discretion of the individual teachers to accept late work. The district will also provide an instructor to make home contact when the need arises. The parent/guardian will need to meet with the administration to develop an agreement.

**h. FIRST HOUR TARDIES**

Any student who is not in the classroom ready to assume classroom attitude when the tardy bell rings, must get an admit from the office before he is admitted to class. The principal shall decide if the tardy is excused or unexcused. **ANY STUDENT WHO**

**ARRIVES TO CLASS LATE BY 15 MINUTES OR MORE SHALL BE COUNTED AS ABSENT FOR THAT PERIOD.**

If a student is late arriving at school, that student should report to the principal for a tardy slip. Students will obtain admits from building site office.

**i. BETWEEN CLASS TARDIES**

If a student is tardy between classes, the student should go to class. Do not go to the principal's office for a tardy slip.

**j. EXCUSED TARDY**

Any student may receive a written note from either a teacher or office secretary to excuse a tardy if he/she has been on an errand, sent to the office, etc. It is the student's responsibility to ask for the note. If a student does not have a note, then his/her tardiness will not be excused.

**k. UNEXCUSED TARDY**

Teachers will keep all unexcused tardies in their grade book. It shall be the teacher's decision as to whether or not a tardy is excused or unexcused. The following is a list of penalties for unexcused tardies: (each student will have zero tardies at the beginning of each semester).

- 1 Unexcused Tardy - No penalty
- 2 Unexcused Tardies – Warning and possible discipline
- 3 Unexcused Tardies - Detention
- 4 Unexcused Tardies - Saturday School
- 5 Unexcused Tardies - Saturday School
- 6 Unexcused Tardies - Suspension

Starting the 3<sup>rd</sup> Tardy teachers will send a notice to the principal and appropriate discipline will be given.

**l. HALL PASS**

Any student leaving the classroom at anytime other than a regularly scheduled break period must have a hall pass. Students who do not have a hall pass should expect disciplinary action. The hall pass shall be the school-approved form. It should have the student's name, his or her destination and the time he or she left the classroom.

### m. LEAVING SCHOOL

Students wishing to leave school for any reason other than sickness, or being called home by parents or guardian, must present to the office for approval, a written request signed by the parent or guardian.

Students going to Vo-Tech should leave after they eat lunch or immediately after the lunch period begins. Once Vo-Tech students leave, they are to remain off campus, and not bring anything back from town for other students.

All requests for early dismissal, both from pupils and parents, must be presented to the principal who shall use his judgment in granting such requests. Students will always check out through the principal's office. **THE TEACHER MAY NOT SEND STUDENTS AWAY FROM SCHOOL ON ERRANDS EXCEPT WITH THE APPROVAL OF THE SUPERINTENDENT OR PRINCIPAL.**

All requests for early dismissal of a student must go through the principal's or superintendent's office. Students will only be allowed to leave if they have brought a note from their parent/guardian stating the time that the student needs to check out, or if the parent/guardian calls giving permission for the student to leave, or if the parent/guardian requests early dismissal in person. The student must be signed out by the parent/guardian, through the superintendent, principal, or one of the school secretaries. The parent/guardian will not be able to simply pick their child up in front of the school. The parent/guardian must come in to the principal's office and sign them out. **Students will not be dismissed from class until parents have come into the office.**

### n. SENIORS OFF-CAMPUS LUNCH

#### **Seniors Off-Campus Lunch**

Coyle High School will allow senior students the privilege and opportunity to leave campus for lunch on Thursdays only from 11:16am-11:37am or during the scheduled lunch time. The boundaries that are involved with this off campus lunch include the student's home, and "Smitty's" convenience store, located 2 miles west of Coyle on highway 33. Students are not allowed to go to Guthrie, Perkins, Stillwater, or any other surrounding towns. This privilege gives "seniors only" the opportunity to enjoy a different option for lunch.

Seniors will not be able to have this privilege if they are on the weekly ineligible list, have any disciplinary referrals for that week, are tardy to 5<sup>th</sup> hour after lunch, or do not have a parent consent form signed by a parent or guardian in the high school office.

Anyone found engaging in illegal activity, horse-play, or causing any kind of problems while off campus, will not have the off campus lunch privilege for the remainder of the school year or a specified time given by the high school principal. The high school principal also has the final say of whether to cancel any Thursday off campus lunch for any reason at any time or to allow this privilege on another day of the week on shortened weeks.

By signing the consent form, Coyle Public Schools and/or any school personnel will not be held responsible or liable for any accident or injury occurring to students off campus during the time stated above.

### **13. STUDENT PROMOTION**

#### **a. REPORT CARDS**

Each nine weeks, report cards are issued in order to keep the parents in touch with the work the students are doing in school. Parents are requested to examine the cards. If the grades are not satisfactory, or if there is any misunderstanding about the grade cards, a conference with the teacher or the principal or both is highly desired and will be appreciated.

Each 4 1/2 weeks, progress reports are sent to parents. Each week a student is on the F or D list a report will be mailed to parents along with a reason for the unsatisfactory work. This is to acquaint the parents with the student's problems so they can help solve them satisfactorily and perhaps prevent that student from failing the course.

It is hoped that with parents, students, and teachers working together, the number of failures and dropouts will be cut to the absolute minimum and scholastic achievement will be greatly improved.

#### **Grading Scale**

<b>A</b>	<b>Excellent</b>	<b>(90-125)</b>
<b>B</b>	<b>Good</b>	<b>(80-89)</b>
<b>C</b>	<b>Average</b>	<b>(70-79)</b>
<b>D</b>	<b>Low</b>	<b>(60-69)</b>
<b>F</b>	<b>Failure</b>	<b>(59-below)</b>

#### **Citizenship**

<b>S</b>	<b>Satisfactory</b>
<b>O</b>	<b>Occasional</b>
<b>U</b>	<b>Unsatisfactory</b>
<b>I</b>	<b>Incomplete</b>

#### **b. HONOR ROLLS**

##### **i. SUPERINTENDENT'S HONOR ROLL**

Requires all "A's" and no citizenship mark of unsatisfactory.

##### **ii. PRINCIPAL'S "A" HONOR ROLL**

Requires five (5) or more scholarship marks of "A" with no mark below a "B" and no citizenship mark of unsatisfactory.

#### **c. PROMOTION POLICY**

Grade placement in the elementary school (K-8) will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging

progress. The grades earned by the child throughout the year shall reflect the probable assignment for the coming year.

**d. RETENTION POLICY**

It is the policy of Coyle Public Schools that no student shall be advanced to a higher grade level after a recommendation of a teacher that a child should be retained in the child's present grade level. A recommendation for retention in a grade is a decision made carefully on an individual basis. This decision will firmly focus on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board. **70 O.S. 1991, Section 24-114.1**

**e. APPEAL PROCESS FOR A STUDENT NOT BEING PROMOTED**

Whenever a teacher recommends that a student be retained at the present grade level, the parent or guardian, if dissatisfied with the recommendations, may appeal the decision by notifying the superintendent in writing, requesting a hearing before the Coyle Board of Education at the next regular meeting of the Board.

An appeal in writing from the parent or guardian giving reason(s) to promote over the school's recommendation of retention must be provided to the Board at the hearing for their consideration. The Board will consider both the school's and the parent's reasons for their recommendations. The decision of the Board of Education is final.

**f. PROFICIENCY-BASED PROMOTION**

**I. Proficiency-Based Promotion**

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

1. Proficiency will be demonstrated by assessment or evaluation. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S.S 11-103.6:
    - a. Social Studies
    - b. Language Arts
    - c. The Arts
    - d. Languages
    - e. Mathematics
    - f. Science
  3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% of comparable performance on an assessment or demonstration.
  4. The opportunity for proficiency assessment will be provided at least twice each school year. Once in August and once in May.
  5. Qualifying students are those who are legally enrolled in the local school district.
  6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
  7. Students will be allowed to take proficiency assessments in multiple subject areas.
  8. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
  9. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
  10. Students wishing to take the proficiency-based promotion test shall provide a written request from their parents as well as schedule an appointment with the high school principal to discuss the specifics with the high school principal and counselor three weeks prior to the time of the test.
  11. The test will be available for all core areas, but may only be taken once per semester, if scoring below 90%.
- B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

1. The school will confer with parents in making such promotion/acceleration decisions. Such factors, as social and mental growth should be considered.
  2. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
  3. Failure to demonstrate proficiency will not be noted on the transcript.
  4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
  5. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
  6. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
- C. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
- D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
1. Individualized instruction
  2. Correspondence courses
  3. Independent study
  4. Concurrent enrollment
  5. Grade/course advancement
  6. Individualized education programs
- E. Each school district will disseminate materials explaining the opportunities of proficiency-based promotion to the students and parents in the district each year. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.
- II. Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion



may be recorded with a grade or pass. This unit will count toward meeting the requirements for the high school diploma.

A. Letter grades will be placed on the student's transcript based on the school grading scale. A ninety or above will be considered an "A".

**g. HIGH SCHOOL GRADUATION CREDIT REQUIREMENTS FOR CLASS PLACEMENT**

Students at Coyle High School will be classified according to the number of Carnegie Units of Credit they have accumulated.

Freshman (9th)	0 to 5 units
Sophomore (10th)	5.5 to 10.5 units
Junior (11th)	11 to 15.5 units
Senior (12th)	16 units and above

Students will be reclassified at the beginning of each academic year. Students will not be allowed to change classifications during the academic year.

**h. HIGH SCHOOL GRADUATION REQUIREMENTS**

Students shall complete the following guidelines in order to graduate from Coyle High School beginning in the 2005-2006 through 2008-2009 school year based upon availability of classes and personnel, not to be less than Oklahoma Requirements for High School Graduation.

The 26 required units shall include the following:

**4 units – Language Arts;**

- 1 unit - English I: Grammar and Composition
- 1 unit - English II: Advanced Grammar and Composition
- 1 unit - English III: American Literature
- 1 unit - English IV: English Literature  
(World Literature may be substituted for American or English Literature)

**3 units – Mathematics**

- 1 unit - Algebra I
- 2 units of Mathematics from
  - Algebra II
  - Geometry
  - Math Analysis
  - Trigonometry
  - Pre-calculus
  - Calculus
  - Statistical Analysis

Applied Mathematics I  
Applied Mathematics II  
Computer Science

**3 units – Science**

1 unit - Biology  
2 units of Science from  
Chemistry  
Physics  
Biology II  
Physical Science  
Earth Science  
Botany  
Zoology  
Applied Science  
Astronomy

**3 units – Social Studies**

1 unit – US History  
.5 -1 unit - Government  
.5 units – Oklahoma History  
.5-1 unit – which may include, but are not limited to : World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government and Oklahoma History.

**2 units – The Arts** (1 unit of Humanities satisfies 2 sets of competencies)

**11 units - Electives**

**i. REQUIREMENTS FOR HIGH SCHOOL GRADUATION**

Beginning with students who are ninth graders in the 2006-2007 school year:

Parents will choose either College Preparatory Curriculum Requirements or State Graduation Requirements for their child to complete to receive a diploma from Coyle High School. If the parents do not choose the student will complete the College Preparatory Curriculum\*.

Students shall complete the following guidelines in order to graduate from Coyle High School beginning in the 2009-2010 school year based upon availability of classes and personnel, not to be less than Oklahoma Requirements for High School Graduation.

The 26 required units shall include the following:

**4 units – Language Arts;**

1 unit - English I: Grammar and Composition

1 unit - English II: Advanced Grammar and Composition

1 unit - English III: American Literature

1 unit - English IV: English Literature

(World Literature may be substituted for American or English Literature)

\*College Preparatory are any that are approved for college admission.

**3 units – Mathematics**

1 unit - Algebra I

2 units of Mathematics from

Algebra II

Geometry

Math Analysis

Trigonometry

Pre-calculus

Calculus

Statistical Analysis

Applied Mathematics I

Applied Mathematics II

Computer Science

\* College Preparatory Curriculum must meet approval for college admission requirements.

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

**3 units – Science**

1 unit - Biology

2 units of Science from

Chemistry

Physics

Biology II

Physical Science

Earth Science

Botany

Zoology

Applied Science

Astronomy

- 3 Laboratory Science courses which are approved for college admission requirements.

### **3 units – Social Studies**

1 unit – US History

.5 -1 unit - Government

.5 units – Oklahoma History

.5-1 unit – which may include, but are not limited to : World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government and Oklahoma History.

\*3 History and Citizenship Skills which meet Oklahoma Graduation Requirement and College admission requirements.

\*2 units of the same Foreign Language or non-English language or 2 units of Computer Technology approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding Keyboarding or Typing courses.

\*1 additional unit selected from any of the above or career and technology education courses approved for college admission requirements.

**2 units – The Arts** (1 unit of Humanities satisfies 2 sets of competencies)

\*other courses may substitute for 1 unit of the arts.

### **11 units - Electives**

\* Elective units to add up to 26 units for graduation.

## **j. POLICY FOR EXCHANGE STUDENTS GRADUATION**

The exchange student and the school may develop a contract to assist the student in their culture exchange program. The school will provide the student with an honorary diploma and a letter stating the student's participation in the Coyle School.

OSSAA Rules on Foreign Exchange Students must not have graduated from their home country and meet the same OSSAA requirements.

## **k. VO-TECH SUBSTITUTIONS FOR GRADUATION REQUIREMENTS**

Provided a student who completes 6 units at an area Vo-Tech school may waive a unit of the required math and a unit of the required science. A student who completes 3 units of credit at an area Vo-Tech school, or completes 3 units of vocational courses at the home school may waive a unit of either math or science. The remainder of the 24 units for high school graduation may be selected from courses to meet students' individual needs and interests.

**I. OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION COLLEGE ENTRANCE REQUIREMENTS**

4 Units English (Grammar, Composition, Literature)

2 Units Laboratory Science (Biology, Chemistry, Physics or any lab science certified by the district. General Science may not be used to meet this requirement.

3 Units Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus)

2 Units History (Including 1 unit of American History)

1 Unit Citizenship Skills (Economics, Geography, Government, Non-Western Culture)

3 Units Other (Must be taken from previously listed subjects or from the following: Computer Science, Foreign Language)

Total=15 required units

**m. CLASS SCHEDULE CHANGES**

No student will be allowed to change class schedules after five (5) school days have passed in each semester. Only the Principal may grant exceptions to this case.

**n. HIGH SCHOOL VALEDICTORIAN AND SALUTATORIAN SELECTION GUIDELINES**

The senior class valedictorian and salutarian selection will be determined using the cumulative grade point average (GPA) for the first seven (7) semesters of grades 9 -12. The senior with the highest GPA that meets the Honors Diploma requirements will be named valedictorian. The senior with the second highest GPA that meets the Honors Diploma requirements will be named salutarian. The student or students (if identical grade point averages occur) with the highest grade point average will be the valedictorian and the next highest grade point average student or students (if identical grade point averages occur) will be selected as the salutarian.

**o. PARTICIPATION IN HIGH SCHOOL GRADUATION CEREMONY**

Any twelfth-grade student who has not made satisfactory progress and who would not reasonably be expected to within one unit or credit of meeting the graduation requirements of Coyle Public Schools will not be allowed to participate in the graduation ceremonies. Coyle Public Schools will not reimburse any student or parent/guardian for

any costs related to graduation if the student fails to meet requirements for participating in the graduation ceremony.

**p. HONOR ESCORTS FOR HIGH SCHOOL GRADUATION**

The honor escorts for high school graduation will be chosen from students of the eleventh-grade class. They will be chosen according to grade point average to valedictorian and salutatorian, only using five (5) semesters of grades to determine the grade point average.

**14. STUDENT ACTIVITIES**

**a. STUDENT PARTICIPATION IN NON-CURRICULAR EVENTS IS CONTINGENT UPON FULFILLMENT OF OBLIGATIONS OWED TO THE DISTRICT**

Part of the educational mission of the District is the teaching of character education, the requirements for being a responsible member of society, and the fact there are negative consequences for failure to accept basic responsibilities owed to others and to society.

Participation in extracurricular and non-curricular school events is a privilege and not a right of a student. Participation is conditioned not only upon any academic eligibility requirements and compliance with disciplinary rules, but the display of good citizenship, including payment of all financial and property obligations owed to the District, which is providing these opportunities and events for students.

Students who participate in competitive extracurricular activities represent the District to the student body, patrons, and the other school districts participating in the event, and students may not be afforded the opportunity to participate or continue to participate in those activities for lack of display of good citizenship, including failure to pay all financial and property obligations owed to the District.

Participation in noncompetitive extracurricular and non-curricular events provided students by the District is also a privilege which may be denied to a student for failure to display good citizenship, including failure to pay all financial and property obligations owed to the District. These events require the use of District facilities and other District resources, the time of District employees, and the efforts and time of students who display good citizenship, including payment of all financial and property obligations owed to the District. In brief, to enjoy the benefits of activities provided students by the District, students must honor their commitments to the District, which includes the payment of money owed the District and the return in good condition of District property. Accordingly, students who do not honor their financial and property obligations to the District may not be permitted to enjoy privileges provided by the District for students, including participation noncompetitive extracurricular and noncurricular events. Such privileges include, but are not limited to participation in field trips outside the classroom, attendance at the prom, participation in graduation exercises (although a diploma will be

granted), parking privileges, service as class officers, or recognition for any award or honor given a student by the District.

**(Example of financial obligation: A family lunch bill that exceeds \$100. In this event all family members in school would not be able to participate in the extra activities unless the previous month's bill had been paid in full starting the new month with a zero balance for the family.)**

## **b. OSSAA ELIGIBILITY RULES**

### **i. SEMESTER GRADES (Section 1)**

1. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for the 7th and 8th grade students.)
2. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.
4. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

### **ii. STUDENT ELIGIBILITY DURING A SEMESTER (Section 2)**

1. Scholastic eligibility for students will be checked at the end of the three week of a semester and each succeeding week thereafter.
2. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 of the O.S.S.A.A. Administrators Handbook with the first class of the new one-week period (Monday through Sunday).
4. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

**iii. SPECIAL PROVISIONS (Section 3)**

1. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four (4). A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).
2. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-B of the O.S.S.A.A. Administrators Handbook at the end of a three-week period.
3. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-C of the O.S.S.A.A. Administrators Handbook) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, and natural disaster) Accredited programs may be used to meet the requirements of Rule 3, Section 1-A of the O.S.S.A.A. Administrators Handbook for the end of the spring semester.
4. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

**c. COYLE ACTIVITIES REQUIRING STUDENTS TO MEET ELIGIBILITY RULES**

1. Banquets
2. Junior and Senior Prom
3. Competitive events
4. Any organizational meeting
5. National and state conventions

**d. COYLE ACTIVITIES EXEMPTED FROM MEETING ELIGIBILITY RULES:**

1. School carnival
2. 4-H and FFA Booster Club Supper and Auction



3. Class and organizational fund raiser

**e. PHYSICAL EXAMINATIONS AND PARENTAL CONSENT CERTIFICATE**

No pupil shall be eligible to represent Coyle Public Schools in an athletic contest or scrimmage until there is on file with the principal a physical examination and parental consent certificate. The form used shall be the standard OSSAA form. No other form will be accepted. A medical doctor or a doctor of osteopathic medicine must give the examination. Each student (grades 5-12) who participates in athletic contests or scrimmages must have a new physical examination each year. All physicals given for participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the pupil participates in any organized athletic practice session including contest participation.

Students that have a history of medical problems such as asthma, seizures, etc. must have an attached statement from the examining physician. The statement should address the existing condition and say whether or not the condition would or would not keep the student from safely participating in the activity or activities chosen by the student.

**f. FUND-RAISING ACTIVITIES**

All organizations, which wish to have fund-raising projects, must get it cleared through their sponsors first. After sponsors have agreed to the project, it must be cleared through the principal by the sponsor. This procedure must always be used, if the activity is to be approved.

**g. PARTIES**

Principal's discretion

**All parties must be cleared through the principal's office.**

**h. ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES**

Any student participating in any extra-curricular activity, field trip, etc., must be in attendance at least 1/2 of the day in order to be eligible to attend that activity. There may be extenuating circumstances, which warrant special consideration in some instances. It is the decision of the principal to determine whether or not an exception will be made.

Furthermore, any student who surpasses ten (10) absences for the semester may be declared academically ineligible for the remainder of the semester. This could also lead to a student being ineligible for the first six weeks of the next semester. (Example: a student that fails three or more classes for the semester due to excessive absences would

be ineligible to participate in extra-curricular activities for the first six weeks of the following semester.)

**i. ACTIVITIES/ATTENDANCE POLICY**

Student participation in school programs is encouraged at Coyle Public Schools and such participation is thought to be of value. Participation in school programs affords the students the opportunity for creativity and expression, to build self-confidence, and to promote a sense of accomplishment.

In compliance with the State Board of Education to limit the number of times a student may miss a particular class due to activities, the following policy is adopted for Coyle Public Schools.

**j. DEFINITION OF AN ACTIVITY**

An activity will be defined as any type of absence resulting from an activity, initiated by any group, organization, team, club, or person/persons that causes a student to miss any class for a period of 15 minutes or longer in any one (1) class period.

**k. POLICY**

A student shall not be permitted to miss any one (1) class period more than ten (10) times per school year due to participation in extra-curricular activities. Any exception to this number, not covered by this policy, must be submitted, in writing, to the Internal Activities Review Committee. This committee will make their recommendations to the Board of Education and they or their designated representative will make the decision to permit or refuse the request.

**l. RULES GOVERNING ACTIVITIES**

1. No teacher will ask for students out of classes other than his/her own for extra-curricular activity, without the permission of the principal.
2. All organizational meetings will be scheduled through the principal and will be held during lunch or after school.
3. Teachers and sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to have too many activity absences.

**n. EXEMPTIONS**

(They must meet the criteria set up in the policy statement above.)

1. Athletics (as sanctioned by the state)
2. State Choral Festival

3. FFA - National Convention (5 days); earned at state level State Convention (2 days); County, District, State and national level, competition
4. 4-H - All County, District, State and national level, competition
5. FACS - State Convention, State or National Officer

Before a student can be gone more than ten (10) days, he/she must meet school eligibility criteria.

#### **o. FOOTBALL HOMECOMING PROCEDURES**

Football homecoming queen and king elections are rewards and a distinguished honor. Since females do not participate in football, it is the feeling of the administration and coaches that the football homecoming queen candidates come from fast-pitch softball players and/or cheerleaders. All high school football players will cast one (1) vote of three (3) choices; 1st choice 3 points; 2nd choice 2 points, and 3rd choice 1 point, on three (3) senior girls involved in softball and/or cheerleading. The top three (3) tallied seniors will be candidates for the ceremony. The high school softball players and cheerleaders will then vote on the 3 candidates to determine the king. The king candidates will be all high school senior football players. Again, using the 1st choice 3 points; 2nd choice 2 points, and 3rd choice 1 point system. The highest total candidate will be named king.

The attendants will be one (1) female and one (1) male representative from the 9<sup>th</sup> grade, 10<sup>th</sup> grade, and 11<sup>th</sup> grade. Each attendant will be a football player, softball player or cheerleader. The football players will vote for the female attendants and the softball players and cheerleaders will vote for male attendants for their particular grade. The votes will be for one student in 9<sup>th</sup> grade, one student in 10<sup>th</sup> grade, and one student in 11<sup>th</sup> grade. The female and male student receiving the highest number of votes will represent that particular class as an attendant.

#### **p. BASKETBALL HOMECOMING PROCEDURES**

Since the queen and king elections are rewards and a distinguished honor, it is the feeling of the administration and the athletes that the king and queen should be seniors that have been involved in the basketball athletic program. Therefore, all seniors will be king and queen candidates, unless there are no senior players. In this case, juniors would be eligible, but could not succeed themselves the following year. If there are no seniors, the juniors would make up a balance of two (2). The boys basketball players will vote on the queen and the girls basketball players will vote on the king. Each player will cast one (1) vote and the senior with the most votes will be selected as the king and queen.

The attendants will be one (1) female and one (1) male representative from the 9<sup>th</sup> grade, 10<sup>th</sup> grade, and 11<sup>th</sup> grade. Each player from the girls basketball team will vote for one male player attendant from each grade 9<sup>th</sup>-11<sup>th</sup> to represent that class as an attendant.

Each player from the boys basketball team will vote for one female player attendant from each grade 9<sup>th</sup>-11<sup>th</sup> to represent that class as an attendant. The female and male student receiving the highest number of votes will represent that particular class as an attendant.

**r. SELECTION OF FLOWER GIRL AND CROWN BEARER FOR BOTH FOOTBALL AND BASKETBALL HOMECOMING:**

The kindergarten teacher shall nominate three (3) girls and three (3) boys for this position. The following criteria (in no particular order) will be used in selecting the flower girl and ring bearer candidates; behavior at school, scholarship, connections to the football and basketball teams (whether or not the child attends the games, older brothers and sisters on the team, etc.). The queen candidates will then choose from the three (3) girl candidates and the three (3) boy candidates by secret ballot. In case of a tie, the high school homecoming attendants will be allowed to vote also.

**s. If, for some reason, there are not enough candidates or a team, it is at the principal's discretion on how to conduct the voting, candidates and attendants for that year.**

**t. PLANS FOR HOMECOMING:**

The high school principal, coaches, and the students make plans for the activities and take care of the decorations. During the ceremony, girls and boys may be escorted by the opposite sex. During the coronation, crowns, necklaces, flowers and etc. may be exchanged or presented but the king and queen will not kiss.

## **15. TRANSPORTATION**

**a. TRANSPORTATION POLICIES**

The safety and welfare of student riders will be the first consideration in matters pertaining to transportation. Children will be instructed as to the proper and safe conduct while a Board transportation vehicles. Emergency evacuation drills will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

The bus driver is the "pilot" in command. He is ultimately responsible for the lives and safety of everyone aboard; therefore, he is the decision-maker. The driver of the bus is a school official and has the same control over the pupil as the teacher in the classroom. Misconduct will be reported immediately to the Principal. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses.

The bus driver will bring misconduct to the attention of the principal. The parents will be notified by the principal through a school bus incident report.

**Coyle Public Schools  
Transportation Policies**

**School Bus Rider Guidelines**

**(Please keep these guidelines for future reference. Your signature on the following page acknowledges your receipt and compliance.)**

Coyle Public Schools realizes that the school bus transportation has become an integral part of the modern educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (OK State Statute 70-9-101). Because of these two facts, and because the Board chooses to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

These procedures are not in place to create a hardship on parents or guardians; rather, they are to be used to provide for the safe transportation of all students who are transported.

We carry the most precious cargo in the world: your children. We ask that you cooperate with the efforts put forth to care for your children and to cooperate with school personnel in their pursuit of safe transportation.

**NOTE: These procedures will not supersede, but are in addition to all Board adopted policies.**

**b. TRANSPORTATION TRANSFERS**

In order to provide the safest possible care for your students while they ride the bus and in order to control the number of students riding any given bus, it is necessary that students ride only the bus they are assigned to. Furthermore, it is necessary that students get on and off the bus only at the stop closest to their residence.

**If a student needs to get on or off at a stop different than his/her own, ON A ONETIME BASIS, the student must have this approved by the principal by presenting a signed letter or verbal request from the parent/guardian.**

**c. CAMERA USE**

Some buses are equipped with cameras, and individuals other than transportation personnel may view videotapes taken by these cameras.

**d. DESIGNATED BUS STOP**

Students are required to be at designated bus stop, on time, ready to board. Be aware that inclement weather may vary the time of pickup.

**e. DISCIPLINE POLICY**

The driving scene of today is a far cry from Henry Ford's day. The number of automobiles and the pace of life have both increased greatly, making the traffic problems extremely complicated and deserving of all our attention. These facts, coupled with the precious cargo our bus drivers carry every day, demand that school bus drivers devote 99% of their attention to the driving scene. Anything that distracts them from this scene could result in consequences that we shudder to think about. Therefore, these policies addressing student behavior are necessary and will be strictly enforced.

Student behavior is expected to be like that in the classroom. Students will be expected to board the bus quietly, take their seats, and converse quietly, take their seats, and converse quietly with their nearest neighbor. Violations of this policy may include, but will not be restricted to, the following:

- |   |                                |
|---|--------------------------------|
| Failure to remain seated,               | Throwing objects or littering  |
| Facing forward, feet out of the aisle   | Spitting                       |
| Aisles clear of personal possessions    | Eating, drinking, chewing gum  |
| Pushing, tripping, hitting, or slapping | Use of electronic devices      |
| Loud, profane, or unacceptable language | Violation of safety procedures |
| Not obeying the driver                  | Hanging out of window          |

**f. STANDARD PROCEDURE**

For these first-time offenses which might be categorized as "minor", such as failure to remain seated, eating/drinking, etc., the bus driver may assign the student to a specific seat and/or have a conference with the student.

**Please note: Any of the following steps may be skipped if the offense is deemed to be severe. This category could include, but is not restricted to, the following.**

Severe Clause	Weapons (includes toys and facsimiles) Fighting/Terrorism Vandalism (could include restitution as well as disciplinary action) Gross violation of the safety procedures Verbal (includes cursing) or physical assault of the bus driver Defiance of school personnel Drugs/Alcohol/Tobacco Sexual Misconduct
First Reported Offense	Principal may contact parent by letter or phone
Second Reported Offense	Bus suspension of three (3) days, in-house suspension, etc. Parent to be notified by the principal.
Third Reported Offense	Mandatory bus suspension of five (f) days. Parent to be notified by the principal
Fourth Reported Offense	Mandatory bus suspension of 86 days or equal to one (1) semester. Parent to be notified by Principal.

**g. STUDENT RIDER REGISTRATION FORM**

See attached Form B.

**h. BUS RIDER RULES**

A. Previous to loading (on the road and at school)

1. Be on time at the designated school bus stops - keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. (Bus riders conduct themselves in a safe manner while waiting.)
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Horseplay is not permitted.
5. Be careful in approaching bus stops.
6. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

B. While on the Bus -

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. The use of any form of tobacco, vapor device or alcohol is prohibited.

3. Assist in keeping the bus safe and sanitary at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
6. Riders should never tamper with the bus or any of its equipment.
7. Leave no books, lunches, or other articles on the bus.
8. Keep books, packages, coats, and all other objects out of the aisles.
9. Help look after the safety and comfort of small children.
10. Do not throw anything out of the bus window.
11. Riders are not permitted to leave their seats while the bus is in motion.
12. Horseplay is not permitted.
13. Riders are expected to be courteous to fellow pupils.
14. Keep absolute quiet when approaching a railroad crossing.
15. In case of a road emergency, children are to remain in the bus unless otherwise instructed.

C. After Leaving the Bus -

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.

D. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent and school official.

E. Extra Curricular Trips -

1. All the bus rider rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of any school chaperone appointed by the school officials.



3. No student will travel in any vehicle not owned and insured by the District while on a school trip unless prior permission has been secured from the parent and such travel has been authorized by the principal and sponsor of the activity in which the student is engaged.
4. STUDENTS MUST RETURN ON THE BUS IN WHICH THEY WERE TRANSPORTED TO ACTIVITIES UNLESS RELEASED TO THE PARENT. Parents must sign their child out in order for the child to be released to the parent.

## **16. HEALTH ISSUES**

### **a. ACCIDENT - ILLNESS POLICY**

The Coyle School District assumes no liability for accident or health insurance. In the event a student becomes seriously ill or injured while under jurisdiction of the school, the school will attempt to contact the student's parents or guardian. If the parents or guardian can not be located, the school may transport such student to a doctor or health care facility. The district will not, however, assume any responsibility for any expenses incurred on the student's behalf. Therefore, Coyle Public Schools urges parents to obtain adequate insurance coverage on behalf of their children.

The Coyle Public School is committed to the safety of its students, staff and patrons. Therefore, it will be the policy of the Coyle School district to fill out the attached "Accident Report Form". When an accident occurs at school or on a school activity the form will need to be filled out as soon as possible by the person or persons witnessing the accident. The report will need to be given to the building principal with an oral report concerning the accident.

### **b. ACCIDENT REPORT FORM**

See attached Form C.

### **c. IMMUNIZATIONS**

#### **i. DTP, POLIO, AND MMR**

The State Board of Health currently requires that children attending school in Oklahoma have had at least five (5) DTP or DTaP shots (unless the fourth was received after his/her fourth birthday), four (4) doses of Polio vaccine (unless the third dose was received after his/her fourth birthday), and one each of measles, mumps, and rubella (MMR) vaccines received on or after the child's first birthday. A second dose of measles vaccine at least 30 days after the first dose is required for children entering kindergarten (or first grade without attending kindergarten) beginning with the fall 1990 semester.

Every subsequent year the second dose of measles requirement will be extended by one grade level (see table below). It is the intent of the law that all students, regardless of age

or circumstances, have received two doses of measles vaccine if they are in these grade levels. All children transferring from other school districts or other states; all students in these grade levels due to retention; and all students in transitional levels between these grades; are also required to have two doses of measles vaccine.

**ii. HEPATITIS B**

All students entering the seventh grade must provide documentation of having received three (3) doses of hepatitis B vaccine. Beginning in the fall, 1998 semester, all students entering kindergarten or first grade without attending kindergarten, must provide documentation of having received three (3) doses of hepatitis B vaccine.

**iii. HEPATITIS A**

Students entering kindergarten and seventh-grade will be required to have had two doses of hepatitis A vaccine, with the first dose on or after the second birthday and the second dose six to eighteen months later. Each year thereafter the requirement shall be extended one grade level so that in the school year beginning in 2004, all children entering school shall be required to have two doses of hepatitis A vaccine.

**iv. VARICELLA (CHICKENPOX)**

Students entering kindergarten will be required to have had one dose of Varicella (chickenpox) vaccine given on or after the first birthday, or a parent's statement of a history of the disease will be accepted. Each year thereafter the requirement shall be extended one grade level so that in the school year beginning in 2010, all children entering school shall be required to have one dose of Varicella vaccine or a parent's statement of a history of the disease.

School Year	Grades Requiring One Dose of Varicella
2004-2005	K-6
2005-2006	K-7
2006-2007	K-8
2007-2008	K-9
2008-2009	K-10
2009-2010	K-11
2010-2011	K-12

**d. HEAD LICE AND CONTAGIOUS DISEASE POLICY**

Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.

Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may reenter school, certification from a health professional as defined by section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice. (70-1210.194)

## **17. AIDS AND OTHER COMMUNICABLE DISEASES**

### **a. AIDS POLICY FOR STUDENTS**

The Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school.

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

### **b. NATURE OF THE AIDS VIRUS**

By definition Human Immunodeficiency Virus (HIV) is the virus that causes AIDS. Acquired Immune Deficiency Syndrome (AIDS) is a medical term used to describe the variety of illness a person may suffer after being infected with a type of virus that attacks and cripples a crucial element of the body's immune system. "Acquired" means that AIDS is not an inherited condition; instead a person contracts AIDS through exposure to the virus that causes it. "Immune deficiency" refers to the fact that the body's immune system is rendered ineffective by the virus that causes AIDS. "Syndrome" refers to the fact that AIDS is characterized by a collection of maladies, which can include types of cancer, pneumonia, severe diarrhea, and neurological problems.

### **c. TRANSMISSION OF AIDS**

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

#### **d. REFERRAL OF AIDS STUDENTS**

The case of any student who has been diagnosed as being infected with HIV Virus or as having AIDS will be referred to the superintendent. If the student or any person other than a student's parents or guardian reports that a student is infected with HIV or has AIDS, the superintendent will meet with the student's parents or guardian as soon as possible. The superintendent will determine if the parents/guardian have knowledge of the student's infection and if not, whether further medical examination is desired. If the superintendent confirms that the student is infected with HIV or that the student has AIDS, the superintendent will report the student's illness to the Oklahoma Department of Public Health.

When a student is confirmed as being infected with HIV, the superintendent will discuss the education options of the student with a health review committee composed of the parents, the student's physician, public health personnel and school personnel. School personnel may include the superintendent or the superintendent's designee, the counselor and, for elementary students, the homeroom or grade teacher. The health review committee shall make recommendations for education placement after weighing the risks and benefits to both the infected children and to others in the educational setting.

The health review committee will determine if the student's health poses an immediate and present danger to the student, the school staff or other students if the infected student is placed in a regular classroom environment. If the health review committee determines that such a danger is present, the superintendent will offer homebound instruction to the student under the school's homebound instruction program. The school superintendent may temporarily remove a student with AIDS from the classroom if and when communicable diseases are occurring in the school population in order to protect the infected student from extraordinary risk. If the health review committee determines that the student's health does not pose an immediate danger to the student, school staff or other students, the health review committee will be requested to conduct a monthly evaluation of the infected student's progress or a more frequent evaluation as circumstances warrant.

It is the policy of this Board of Education that students who have contracted Acquired Immune Deficiency Syndrome (AIDS), or student's who are infected with the Human Immunodeficiency Virus (HIV) or other communicable diseases will not be denied educational opportunities. The placement of students with AIDS or with HIV or any other communicable disease, within the school system will depend upon the student's needs and the school's capabilities. Students who have been verified by the Oklahoma Department of Public Health, the school physician or a private physician as having contracted AIDS may be placed in the school's handicapped program provided that the students otherwise meet eligibility requirements or will be enrolled according to procedures established by the superintendent. If the health review committee determines that the condition of the student warrants the child being classified as "handicapped child" in need of special education and related services under P.L. 94-142, then the

district shall convene a special education placement team to consider whether the child qualifies for an Individual Educational Placement.

**e. CONFIDENTIALITY REQUIREMENTS**

Protection of the confidentiality of information regarding HIV infected students are of utmost importance. Only those employees who have an absolute need to know are to be made aware of the identity of students with HIV or AIDS. The superintendent, in consultation with other staff members, will identify by name those employees who are to be given this information. This list will be given to the principal who will be responsible for insuring that only authorized employees are made aware of the student's condition, and that they are informed of the potential legal consequences of revealing that information. When a student is identified, as being infected with HIV virus, the principal is to establish a separate file on that student to which only he and those identified employees are to have access. No entry regarding the AIDS condition is to be made on the student's cumulative record, health card, the computerized student data base or other record.

**f. CLEANUP OF BODY FLUIDS**

Since it is not always known whether a student is infected with the AIDS virus, rubber gloves and a 1 to 10 solution of household bleach in water are to be used in cleaning up a spill of body fluid by any student. Insofar as possible, paper towels or other disposable paper products are to be used. Following cleanup, the rubber gloves and paper towels are to be sealed in a plastic bag and discarded. Used sanitary napkins are also to be sealed in plastic bags and disposed of in the same manner. Other materials used in the cleanup, such as mop heads, rags or clothing is to be thoroughly rinsed in a bleach and water solution or washed separately in hot water. Thorough hand washing with soap and water is also advised. These precautions will help to guard against the spread of not only AIDS but other communicable, though less deadly, disease.

**g. PROTECTION OF STUDENTS AND EMPLOYEES**

The first consideration must be the protection of students and employees from infection by students with the HIV virus. Since the possibility of spreading the AIDS virus through casual contact such as occurs in a school situation is "remote," according to medical researchers, most students infected with the AIDS virus can continue without restriction in the regular classroom, except that such students are not to be allowed to participate in contact sports or swimming. If a student is prone to biting, aggressive behavior, incontinent, have open skin lesions, or is subject to drooling, or any questionable behavior or condition, the student will be placed in a more restrictive environment which minimizes the exposure of other students to his/her body fluids. Any employee assigned to work with this type of student must be informed of the potential contagiousness of the student.

**h. PROTECTION OF STUDENTS WITH AIDS**

A second consideration is the physical well-being of the AIDS afflicted student. Since AIDS severely depresses the immune system, any of the minor infections or childhood diseases that are common among children could be life threatening to a student afflicted with AIDS. It may thus be advisable to recommend a restricted educational environment, either permanently or temporarily, for the protection of the AIDS student.

**i. COMMUNICABLE DISEASES**

A student afflicted with a communicable or contagious disease may be prohibited from attending school in this district until he/she is free from the disease, or until a plan for management of the case has been formulated which will adequately protect other students and employees in the school environment against transmission of the disease.

**j. AIDS PREVENTION EDUCATION FOR STUDENTS**

Acquired Immune Deficiency Syndrome (AIDS) prevention education will be taught a minimum of once during grade six (6), a minimum of once during grade eight (8), and a minimum of once during grade eleven (11). The district will use the curriculum developed by the Oklahoma State Department of Education.

The general objective of the curricula for all three (3) levels include being made aware of the (1) forms of the disease, (2) methods of transmission, and (3) prevention of Acquired Immune Deficiency Syndrome.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by parents and guardians of the students who will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. The district will notify parents of the intent to teach AIDS education by sending a letter home with students at least two (2) weeks before such instruction is to occur. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

**18. ADMINISTERING MEDICATION TO STUDENTS**

It shall be the policy of the Coyle Board of Education that if a student is required to take prescription medication during school hours and the parent or guardian is unable to be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or his designee, may administer the medication only as follows:

**a. PRESCRIPTION MEDICATION**

Prescription medication must be in a container that indicates the following:

1. The student's name
2. The name and strength of medication
3. Dosage and directions for administration
4. Name and phone number of physician or dentist
5. Date and name of pharmacy
6. Whether the child has asthma or other disability which may require immediate dispensation of the medication

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

1. Purpose of the medication
2. Time to be administered
3. Whether the medication must be retained by student for self-administration
4. Termination date for administering the medication
5. Other appropriate information requested by the principal or the principal's designee

The administrator or his designee will:

1. Keep an accurate record of the administration of the medication
2. Keep all medication in a locked cabinet except medication retained by a student per physician's order
3. Return unused prescription to the parent or guardian only

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

**b. NON-PRESCRIPTION MEDICATION**

Non-prescription medication may be administered only with the written permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities are inappropriate or ineffective. The medication must be in its original container and will be administered only in accordance with label directions on the medication container. The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

**c. MEDICATION ADMINISTRATION**

No minor child shall be allowed to carry or self-administer any medication, prescription or non-prescription except as approved by the laws of the State of Oklahoma and then only when proper written approval is provided by the child's parent, or guardian.

**d. STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION**

Pursuant to 70 O.S. § 1-116.3, the Board of Education of the Coyle School District permits students to self-administer inhaled asthma medication in accordance with the following conditions and guidelines:

Definitions:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label;
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication. Such written permission shall include the following:
  - a. Permission statement authorizing the student to self-administer inhaled asthma medication.



- b. A written statement from the student's physician stating that the student has asthma and is capable of, and has been instructed in, the proper method of self-administration of the medication.
  - c. Acknowledgment from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication and acknowledgment that the District has provided this information in writing to the parent or legal guardian.
3. Prior to the District granting permission for the student to self-administer inhaled asthma medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 720, *Dispensing Medications*. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler at all times.

**e. PARENTAL AUTHORIZATION FOR STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION**

See attached Form D.

**19. FIRE, TORNADO, & EMERGENCY DRILLS**

**a. FIRE DRILLS, TORNADO DRILLS, EMERGENCY DRILLS**

Students, teachers, and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers, bus drivers, etc. quickly and in an orderly manner.

**b. EMERGENCY BELL**

**1 CONTINUOUS BELL-TORNADO**

**3 SHORT BELLS-FIRE** Go to the designated safe area. Stay in your class group

**EMERGENCY PLANS**

**Fire Emergency Plan:**

At the alert and/or announcement, students will stand and orderly exit their classroom through the closest exterior door. Teachers, please review your classroom charts for designated pathways.

Once arriving at the assigned meeting location, teachers will take roll and confirm all students and staff are accounted for.

An “All Clear” announcement will be made when the disaster (or drill) is over.

### **Tornado Emergency Plan:**

At the alert and/or announcement, students will be escorted to the new gym and into the tornado shelters. If weather permits, everyone will walk to the location. If weather does not permit walking, everyone will be transported by bus. Buses will pick-up at the north cafeteria door and at the front of the high school.

**Elementary students (PK-6<sup>th</sup> Grades)** will enter the **west storm (Under Visitor Seating)** shelter from the northwest entrance and assemble by class from youngest to oldest. Pre-Kindergarten will be the first class at the south end of the shelter followed by Kindergarten, 1<sup>st</sup> Grade, and so on. Please refer to the signage on the wall of the shelter for proper class location.

Teachers will instruct students to sit on the floor by grade and wait for further instructions.

**Junior High and High School students (7<sup>th</sup>-12<sup>th</sup> Grades)** will enter the **east storm (Under Home Seating)** shelter from the northeast entrance and assemble by class based on arrival, filling the space from the south end of the shelter to the north end.

Once arriving at the assigned meeting location, teachers will take roll and confirm all students and staff are accounted for.

An “All Clear” announcement will be made when the disaster (or drill) is over and students will return to their classrooms.

### **Lock Down Plan:**

An announcement will be made when a lock down is needed. When a lock down is announced, teachers and staff will lock any entrances and shelter students in place, according to the code announced.

### **Lock Down Codes:**

**GREEN** - (Lock door and keep teaching. Do not let anyone leave the room.)

**YELLOW** - (Lock door with caution of the surroundings. Do not let anyone leave the room.)

**RED** - (Lock door with severe caution and shelter everyone in the room out of sight. Do not let anyone leave the room.)

An “All Clear” announcement will be made when the lock down is over and everyone will return to the normal schedule/routine, or other directions will be given, if necessary.

## **Continued Emergency Procedures**

### **c. TORNADO SAFETY RULES**

1. School buses will continue to run during tornado watches, but will not run during tornado warnings. School buses are easily rolled by tornado winds.
2. During a tornado watch, the school secretary will monitor commercial radio or T.V. for tornado warnings. Weather spotters will also keep an eye on the sky for dark, rolling clouds, hail, driving rain, or a sudden increase in wind, in addition to the tell-tale funnel.
3. One long ring of the bell will be designated to indicate a tornado has been sighted and is approaching.
4. Teachers or staff on duty will be responsible to bring students in from the playground and the outside commons areas during the drills.
5. Students in the classrooms will be escorted to specific areas of the building. (Shown on the Tornado Emergency Plan)
6. If a school bus is caught in the open when a tornado is approaching the children should be escorted to a nearby ditch or ravine and made to lie face down, hands over head. They should be far enough away so the bus cannot topple on them.

### **d. FIRE DRILL AWARENESS AND EMERGENCY PROCEDURE**

1. The principals will plan fire drills during the school year. One fire drill must be held within ten days after the first day of school. At least one other fire drill will be held ten days after the start of the second semester. Fire drills may be held in conjunction with the local fire department and emergency unit's fire drills.
2. Anyone who smells smoke, sees a fire, or suspects that there is a fire should take the following actions:
  - A. All students are to be escorted out of the buildings to safety (high school students to the parking lot north of the high school building, elementary students to the parking lot south of the elementary building.) A fire alarm pull station is to be located as quickly as possible to sound the alarm (short rings of the bell...at least 4 rings...will signal a fire). If a fire alarm pull station cannot be found or pulled, the person reporting should contact a teacher who can ring the fire alarm.
  - B. The Fire department should be contacted as soon as possible.
  - C. Fire Department Phone Number: 466-3933 or 911

- D. Teachers are to account for all of their students.
- E. Principals are to account for all teachers during a fire drill.
- F. Principals will designate someone to check restrooms on exiting the buildings.

Fire exit diagrams are to be posted in all rooms on the bulletin boards.

#### **d. BOMB THREAT**

In the event that the school would receive a bomb threat the administration will assess the seriousness of the threat and take appropriate action. After assessing the situation and it is determined that evacuation is necessary the emergency tornado emergency transportation procedure will be implemented. Buses will pick-up at the north cafeteria door and at the front of the high school.

Busses will travel to the bus barn and FFA Show Barn. PK-6 students will locate in the FFA Show Barn in groups by class and teachers or sponsors.

9-12 students will locate in the Bus Barn in groups by class and sponsors.

All certified staff should maintain a list of the students that they will be responsible for.

Once students and staff are secured in the buildings they will remain there until safe to leave or are released to a parent or guardian. A parent or guardian must sign for their student at the door of the respective buildings. Staff will be assigned to the doors, telephones and other areas of communications as needed.

## **20. TRANSFER STUDENTS**

It will be at the discretion of the Coyle School District to accept or reject students transfer in or out of the district.

### **a. OPEN TRANSFER POLICY**

Beginning January 1, 2000, a request for a transfer into this District initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident District does not offer the grade the student is entitled to pursue will be approved if the student resides within the transportation area of this school.

#### **i. CRITERIA FOR APPROVAL OR DENIAL OF REGULAR TRANSFERS**

The fact that the District has adopted an open transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently

enrolled students or place additional financial or space burdens upon the district. A transfer application will not be approved if the District does not:

1. Provide the courses/educational programs(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:
  - a. Placing a financial or education burden on District facilities or staff in the courses/educational programs the student would attend.
  - b. Exceeding class size limitations set by state law or District policy in such courses.
  - c. Exceeding a percentage of such class size limitations as set by the Superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to addition enrollment or reasonably anticipated new resident students.
4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

**ii. A TRANSFER WILL NOT BE APPROVED IF THE STUDENT**

1. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the state of Oklahoma, show the student at any time:
  - a. Has violated school regulations;
  - b. Has committed an act commonly regarded as being immoral;
  - c. Has been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;

- d. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;
- e. Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;
- f. Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense:
- g. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
- h. Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, a wireless telecommunication device, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
- i. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law.

**iii. A TRANSFER WILL NOT BE APPROVED IF THE APPLICANT**

1. Fails to complete the Application form (Attachment "A"), provide the District with sufficient educational records, or inform the District in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the District in time for District personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy.

This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services to provide the applicant with the education and services set forth in the student's IEP, and if a preliminary approval determination is made, to prepare for and conduct a joint IEP conference with the resident district prior to any final approval or rejection of the transfer application.

All applicants must consent in writing to the release of education records from previous schools attend, and applicants for students with disabilities must consent in writing to forward to this District whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this

policy. The Superintendent or designee has authority to amend Attachment "A" by regulation to include additional information needed to review an application request.

2. Fails to timely submit a completed application; or,
3. Provides incorrect information on the application request.

**iv. DELEGATION OF APPROVAL AUTHORITY TO SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE**

The Board of Education delegates to the superintendent of the Superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

(Option #1) First Priority for Transfer Openings Will Be Reserved For Children Of District Employees:

Priority for transfers first will be given to applications for the enrollment of nonresident students who are children of District employees. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first come, first-serve basis. Any currently enrolled District student who is a child of a District employee for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before February 1, and the first- come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

(Option #2) Second Priority For Transfer Openings Will Be Reserved For Children Of Parents Who Work Within The Geographical Confines of the School District:

Second, priority for transfers will be given to applications for the enrollment of nonresident students who are children of parents who work within the geographical confines of this School District. Transfer requests for such children will be numbered as received, the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a parent working within the geographical confines of this School District for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before February 1, and the first- come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

**v. TIME OF RECEIPT OF APPLICATIONS DETERMINES ORDER OF REVIEW**

Transfer requests will be numbered as received, the District shall consider requests on a first-come, first-serve basis. All transfer applications received by the District shall be dated and time-stamped. Any currently enrolled District student for whom a regular transfer has been approved in the past and any sibling of such student will be given

priority if an application is filed before February 1, and the first-come, first-serve lists will be compiled only after such current students and their siblings have been placed on the list.

#### **vi. NON DISCRIMINATION**

The District shall not accept or deny a regular transfer application based upon the student's ethnicity, national origin, race, color, religion, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for discriminatory reason.

#### **vii. STUDENTS WITH DISABILITIES**

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs so that this District may:

1. Determine whether the District currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP of the student; and,
2. If a preliminary determination is made that the District has the appropriate programs, staff, services and placement needed to fulfill the current IEP of the student if the transfer application is approved, conduct the statutorily-required joint IEP conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this District and other school districts. Such transfers will be deemed to be parent- or student-initiated transfer applications governed by this policy.

#### **viii. TIME DEADLINES FOR REGULAR TRANSFERS**

An application for a regular transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the superintendent of this District not later than February 1 of the school year preceding the school year in which the transfer is requested. On or before March 1 of the school year preceding the school year in which the transfer is requested, the District will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This District shall approve or deny the application not later than June 1 of the same year in which the application is submitted, and by June 1 shall also inform the State Board of Education and the resident district of the students who have been granted transfers and their grade levels.



## **ix. ATHLETIC AND OTHER COMPETITION**

A transfer student, other than a student granted an emergency transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one year from the first day of attendance at this District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

## **x. EMERGENCY TRANSFERS**

Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application on a form approved by the State Board of Education. On an adequate showing of an emergency, the superintendent may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student;
2. The inability of the resident district to offer the subject the pupil desires to pursue, provided the pupil became a legal resident of the school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer;
3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;
4. The total failure of the resident district to provide transportation to and from school; or,
5. The concurrence of both the resident school district and this receiving District.

Applications for approval of a transfer will not be considered unless the parent has signed Attachment "B" on said Application, which will cancel the transfer if the conditions stated in the Attachment occur. This District shall have completed discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident district.

**xi. APPROVAL OF A TRANSFER REQUIRES AGREEMENT FOR CANCELLATION OF TRANSFER**

Approval by this district of any transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the District during the school year if the student does not comply with the rules and regulations of this District of student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the District, including, but not limited to payment for lunches or lost or destroyed District property. The board of education hereby delegates to the Superintendent's designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as "Attachment B", which may be amended by administrative regulation.

Students Seeking A Transfer From A Non-Accredited School Or a Home School Only Will Be Granted Provisional Approval Pending Review Of Test Results and Application of Policy Criteria To The Placement Deemed Appropriate:

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per District policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until a.) Test results are reviewed to determine the appropriate grade/courses/programs for the applicant and b.) The criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

**xii. ACCEPTANCE OF ASSIGNMENT REQUIRED; SUBSEQUENT CHANGE NEEDS ADMINISTRATIVE APPROVAL**

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. **A TRANSFER STUDENT WILL NOT BE ALLOWED AT THE TIME OF, OR AFTER, ENROLLMENT TO CHANGE THE GRADE/COURSES/PROGRAMS IN WHICH THE STUDENT STATED HE OR SHE DESIRED TO ENROLL ON THE TRANSFER APPLICATION WITHOUT SPECIFIC WRITTEN PERMISSION FROM THE SUPERINTENDENT OR DESIGNEE.** It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and

failure to do so will result in cancellation of the transfer unless excused by the Superintendent or designee.

**FORM A**  
**INTERNET USE APPLICATION**

User's Full Name (please print): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

I am a(n)       Administrator       Teacher  
                  Parent                       Coyle Student

**I understand and will abide by the terms and conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.**

User Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT/GUARDIAN PERMISSION**

**As the parent or guardian of this student, I have read the terms and conditions for Internet access. I understand that this access is designed for educational purposes and that the Coyle Public Schools have taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Coyle Public Schools to restrict access to all controversial materials, and I will not hold the Coyle Public Schools responsible for materials acquired on the network. I hereby give my permission to grant Internet access for my child.**

Parent/Guardian (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM B  
COYLE PUBLIC SCHOOLS  
STUDENT RIDER REGISTRATION FORM**

Please have parent/guardian complete and sign this form and return to your bus driver. This form must be turned in within two days. PLEASE PRINT.

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Home Telephone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Business Telephone**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**Zip**

\_\_\_\_\_  
**Cell phone**

\_\_\_\_\_  
**Mailing Address (if different than above)**

In case of an emergency when you cannot be reached, please give an alternate contact name and number.

\_\_\_\_\_  
**Emergency Contact Person**

\_\_\_\_\_  
**Emergency Telephone**

PLEASE PRINT the names, ages, and grades of each child in your household who will ride the bus.

<b>Bus #</b>	<b>NAME</b>	<b>AGE</b>	<b>GRADE</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please give the nearest intersections and brief directions on how to get to your house.

\_\_\_\_\_  
\_\_\_\_\_

**Coyle School Transportation Policy Statement**

I have received the Coyle Public School Bus Rider Guidelines. I realize that my child and I are responsible for and must comply with all information contained.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Coyle Public Schools**  
**700 S Cottingham**  
**Coyle, OK 73027**  
**ACCIDENT REPORT FORM**

Name \_\_\_\_\_ Student \_\_\_\_\_ Employee \_\_\_\_\_ Other \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_

Employee information	
Telephone Number _____	Social Security Number _____
Date of Birth _____	Sex _____ Position _____
Date Employer notified _____	Time workday began ____:____ o'clock AM/ PM

Location of accident \_\_\_\_\_

Description of injury and how accident occurred \_\_\_\_\_

Action taken or treatment given \_\_\_\_\_

Medical treatment advised \_\_\_\_\_

Student information			
Teacher of class _____	Building _____		
Parents name and address _____			
Person notified _____			
Name	Relationship	Time	Phone
By whom notified: _____			

Witness: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Signature of reporting person \_\_\_\_\_

Signature of person administering first aid \_\_\_\_\_

Signature of school administrator \_\_\_\_\_

**FORM D**

**PARENTAL AUTHORIZATION FOR STUDENT SELF-ADMINISTRATION  
OF INHALED ASTHMA MEDICATION**

The undersigned, \_\_\_\_\_, (“Parent”) is the parent or legal guardian of \_\_\_\_\_, (“Student”) who attends Coyle Public School.

By Parent’s signature below, Parent understands and agrees to the following:

1. Parent hereby authorizes Student to self-administer inhaled asthma medication pursuant to the guidelines set forth in District Policy 720.1.
2. Parent has read, understands and agrees to the provisions and regulations of District Policy 720.1, *Student Self-Administration of Inhaled Asthma Medication*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer inhaled asthma medication at school.
3. Parent has provided to the District a written statement from Student’s physician indicating that Student has asthma and is capable of, and has been instructed in the proper method of, self-administration of inhaled asthma medication.
4. Parent acknowledges the following statement:

**“The District, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.”**

5. Parent has read, understands and agrees to the provisions and regulations of District Policy 720, *Dispensing Medications*, and understands that violation of the terms and conditions set forth in that Policy by either Student or Parent may result in revocation of Student’s permission to self-administer inhaled asthma medication at school.
6. Parent has been given a copy of District Policy 720.1, *Student Self-Administration of Inhaled Asthma Medication*; a copy of District Policy 720, *Dispensing Medication* and any accompanying signed forms; and a copy of this signed Parental Authorization form.

Parent/Guardian (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM E**

**COYLE PUBLIC SCHOOL DISTRICT**

**ELEMENTARY ELECTRONIC DEVICES**

It is the policy of the Coyle School Board that students in **grades 7-12** may possess electronic devices. **Elementary students PK-6<sup>th</sup> grade will not be allowed to use cell phones or other electronic devices listed** (this includes but is not limited to: cell phones, radios, cassette players, compact disc players, electronic games, such as Game-Boys, paging devices, etc.) **while at school**. The school will not be responsible for any lost or stolen devices brought on school property.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

I HAVE READ AND UNDERSTAND THE ABOVE ELECTRONIC DEVICES POLICY.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent//Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## FORM F

### STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT

#### Statement of Purpose and Intent

Participation in school-sponsored extracurricular activities at the Coyle School District is a privilege and not a right. Such privilege is governed by the district policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities. Alcohol and illegal drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Coyle Public Schools. 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 participants in extracurricular activities 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 alcohol or illegal drugs.

#### Participation in Extracurricular Activities

For the safety, health, and well-being of the students of the Coyle Public Schools District, the district has adopted the attached policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activities Contract, which shall be read, signed, and dated by the student participant, parent or custodial guardian, and coach/sponsor before such participant shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Student Extracurricular Activities Contract.

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

I understand, after having read the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activity Contract, that, out of care for my safety and health, the Coyle School District enforces the rules applying to the consumption or possession of alcohol and/or illegal drugs. As a member of a Coyle Public organization, I realize that the personal decisions that I make daily in regard to the consumption or possession of alcohol and/or illegal drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of alcohol and/or illegal drugs any time during the school year, I understand, upon determination of that violation, I will be subject to the restriction of my participation as outlined in the policy.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

We have read and understand the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activities Contract. We desire that the student named above participate in the extracurricular activity programs of the Coyle Public Schools and we hereby agree to and abide by all provisions of the policy.

Signature of Parent or Custodial Guardian \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT

Please obtain the signatures of all coaches/sponsors for extracurricular activities, teams, or organizations in which the student is involved:

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Signature of Sponsor or Coach

---

Activity/Team/Organization

---

Signature of Sponsor or Coach

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Activity/Team/Organization

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Signature of Sponsor or Coach

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Activity/Team/Organization

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Signature of Sponsor or Coach

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Activity/Team/Organization

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Signature of Sponsor or Coach

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Activity/Team/Organization

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Signature of Sponsor or Coach

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Activity/Team/Organization

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Signature of Sponsor or Coach

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Activity/Team/Organization

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Signature of Sponsor or Coach

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Activity/Team/Organization

## FORM G

### SENIOR LUNCH OFF CAMPUS RELEASE FORM

Coyle High School will allow senior students the privilege and opportunity to leave campus for lunch on Thursdays only from 11:16am-11:37am. The boundaries that are involved with this off campus lunch include the student's home, and "Smitty's" convenience store 2 miles west of Coyle on highway 33. Students are not allowed to go to Guthrie, Perkins, Stillwater, or any other surrounding towns. This privilege gives "seniors only" the opportunity to enjoy a different option for lunch.

Seniors will not be able to have this privilege if they are on the weekly ineligible list, have any disciplinary referrals for that week, are tardy to 4<sup>th</sup> hour after lunch, or do not have this parent consent form signed by a parent or guardian in the high school office.

Furthermore, anyone found engaging in illegal activity, horse-play, or causing any kind of problems while off campus, will not have the off campus lunch privilege for the remainder of the school year or a specified time given by the high school principal. The high school principal also has the final say of whether to cancel any Thursday off campus lunch for any reason at any time.

By signing this consent form, Coyle Public Schools and/or any school personnel will not be held responsible or liable for any accident or injury occurring to students off campus during the time stated above. If you have any questions, feel free to contact me at school.

---

Print Student's Name

---

Student's Signature

---

Date

---

Parent/Guardian Signature

---

Date