



## **COYLE 8TH GRADE & HIGH SCHOOL PARENT / STUDENT HANDBOOK**

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**Mr. Shane Dent** - Principal / AD / Title IX  
**Mrs. Aleshia Graham** - English / Hope Squad  
**Mr. Hunter Herron** - Social Studies / Transportation  
**Ms. Staci Jacques** - Special Education  
**Mr. Chris Jones** - Math / Music / Assistant Football  
**Mr. Alex Koehn** - Social Studies / Comp Sci / Head Baseball  
**Mrs. Wray Larman** - Comp. Sci / English / Student Council / Hope Squad/ Fed Programs / Gifted & Talented / Title VI  
**Mrs. Stephanie Long** - Paraprofessional  
**Mr. Mark Rickabaugh** - Ag Ed / FFA  
**Mrs. Holly Sawatzky** - Admin Asst. / Head Cheer  
**Mr. Jack Taylor** - Science  
**Mr. Colby Wagner** - Math / Head Cross Country / Head Girls Basketball  
**Mrs. Leslea Wagner** - Science / Head Fast-Pitch / Head Slow-Pitch  
**Mr. Ryan Weathers** - Math / PE / Head Boys Basketball / Asst. A.D.

***HONORING OUR PAST, BUILDING OUR FUTURE, STRENGTHENING THE HIVE!***

Approved , 2025 by the COLE BOARD OF EDUCATION

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# COYLE HIGH SCHOOL

## Student/Parent Handbook

### 2025-2026

#### **Introduction**

The purpose of the student/parent handbook is to provide information to students and parents regarding the procedures, rules, and regulations necessary for a successful school year. Coyle High School is proud to serve the communities of Coyle, Langston, and Meridian. We hope that being a “Bluejacket” is an important part of many lives. Each student is responsible for his or her own behavior and will enjoy the rewards of striving for the best educational experience that Coyle has to offer. Although not every situation can be anticipated and outlined in this handbook, it will serve to offer a general guideline for the smooth operation of the school.

#### **Academic - Graduation Requirements**

All students are required to enroll in **seven units** of classes each year. If a student is enrolled in Meridian Tech or concurrently, he or she will enroll at Coyle High School in at least four classes, two of which must be core courses. A student is considered a full-time student when he/she has a seven period schedule. In some cases, seniors may be allowed to enroll in six classes. In these situations, an individualized plan will be developed between the student, parent, and administration.

By May 1, all correspondence courses taken for high school credit must be completed to be included in the current year. Students that lack more than one credit to graduate will not be allowed to participate in the graduation exercises. All students are encouraged to take Math and Science for four (4) years. No student will be permitted more than two (2) semesters as an office/library aide during High School. This selection will be at the Principal's discretion.

#### **Academic - College Preparatory/Work Ready Curriculum**

Twenty-six (26) credits are required for graduation.

English – four (4) credits

Required:

- English I (Grammar and Composition)
- English II (World Literature)
- English III (American Literature)
- English IV (English Literature)
- Or any English course approved for college admission requirements.
  - Journalism, Speech, Reading, and English-as-a-Second-Language courses may not be used to fulfill this requirement.

Mathematics – three (3) credits

Required:

- Algebra I – one (1) credit
- Select from two (2) credits of the following:
  - Geometry one (1) credit
  - Algebra II one (1) credit
  - Trigonometry – one (.5) credit
  - Algebra III– one (.5) credit
  - AP Calculus AB or BC - (Honors) – one (1) credit
- Or any Mathematics course with content and/or rigor above Algebra I and approved for college admission requirements. Such as: Math Analysis or AP Statistics.
  - Math of Finance, Statistics/Probability, Computer Science, or Intermediate Algebra may not be used to meet this requirement.

*Three units or sets of competencies in Mathematics must be completed in 9<sup>th</sup> through 12<sup>th</sup> grade; provided, if a student completes any required courses in Mathematics prior to 9<sup>th</sup> grade, the student may take any other Mathematics courses to fulfill the requirement to complete three units in grades 9<sup>th</sup> through 12<sup>th</sup>.*

Laboratory Science – three (3) credits

Required:

- Biology I one (1) credit.
- Select from one (1) of the following:
  - Physical Science, Chemistry, or Physics.
- Select from one (1) credit of the following:
  - Environmental Science – one half (1/2) credit
  - Forensic Science – one half (1/2) credit
  - Botany – one half (1/2) credit
  - Zoology – one half (1/2) credit
  - Physical Science – one (1) credit
  - Biology II – one (1) credit
  - Chemistry I – one (1) credit
  - Chemistry II – one (1) credit
- Or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.
  - General Science may not be used to meet this requirement.

Social Studies – three credits (3) credits:

Required:

- Oklahoma History – one-half (1/2) credit
- Government – one-half (1/2) credit
- US History – one (1) credit
- Select from one and one-half (1 1/2) credits of the following:
  - Geography – one (1) credit
  - World History – one-half (1/2) credit
  - Economics – one-half (1/2) credit
- Or any History, Government, Geography, Economics, Civics, or Non-Western culture course that is approved for college admission requirements.

Two (2) credits of the same Foreign or non-English language, or two (2) credits Computer Technology (excluding keyboarding or typing) One (1) additional unit selected from the list above or career and technology education courses approved for college admission requirements and

Fine Arts – one unit or set of competencies in music, art, drama, or speech

Personal Financial Literacy – one-half (1/2) credit

Required: Other electives to total 26 credits.

## **Academic - High School Graduation Core Curriculum**

In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

**Twenty-six (26) credits are required for graduation**

English – four (4) credits

Required:

- English I (Grammar and Composition)
- English II (World Literature)
- English III (American Literature)
- English IV (English Literature)
- Or any English course approved for college admission requirements.
  - Journalism, Speech, Reading, and English-as-a-Second-Language courses may not be used to fulfill this requirement.

Mathematics – three (3) credits

**Three units or sets of competencies in mathematics must be completed in 9<sup>th</sup> through 12<sup>th</sup> grade; provided, if a student completes any required courses in mathematics prior to 9<sup>th</sup> grade, the student may take any other mathematics courses to fulfill the requirement to complete three units in grades 9 through 12.**

Required:

- Algebra 1 – one (1) credit
- Select from two (2) credits of the following:
  - Geometry – one (1) credit
  - Algebra 2 – one (1) credit
  - Algebra 3 - one (.5) credit
  - Trigonometry – one (.5) credit
  - Precalculus – one (.5) credit
  - Calculus (AB or BC) (honors) – one (1) credit
  - Contextual mathematics courses which enhance technology preparation whether taught at a comprehensive high school, or technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education
  - Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education
  - Or any mathematics course with content and/or rigor above Algebra 1 such as: Math Analysis, Statistics and/or Probability, Computer Science.

Laboratory Science – three (3) credits

Required:

- Biology 1 – one (1) credit
- Select from two (2) credits of the following:
  - Environmental Science – one half (1/2) credit
  - Forensic Science – one half (1/2) credit
  - Physical Science – one (1) credit
  - Chemistry 1 – one (1) credit
  - Chemistry 2 – one (1) credit
  - Contextual science courses which enhance technology preparation whether taught at a comprehensive high school, or technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education
  - Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education
  - Or any laboratory science course with content and/or rigor equal to or above Biology such as: Forensic Science, Botany, Zoology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, or qualified agricultural education courses.

Social Studies – three and one-half (3 1/2) credits

Required:

- Oklahoma History – one-half (1/2) credit
- Government – one-half (1/2) credit
- US History – one (1) credit
- Select from one and one-half (1 1/2) credits of the following:
  - World History – one (1) credit
  - Economics – one-half (1/2) credit
  - or any other social studies courses with content and/or rigor equal to or above US History, US Government, and Oklahoma History

Fine Arts - one (1) credit

Required:

- One competency in the fine arts (Visual Art and General Music):
- Visual Art competencies may be obtained in the following courses: Art I, II, III, or IV. General Music competencies may be obtained in the following courses: Music Appreciation, Instrumental Music, Chorus or Beginning or Advanced Classical Guitar.

Personal Financial Literacy - one-half (1/2) credit

Required:

- Personal Financial Literacy – (Standards may be met with alternative course – Principal discretion)

Computer or Foreign Language - one (1) credit in either  
Required:

Other electives to total 26 credits.

**\*\* Graduation Requirements for either plan include taking a course in CPR, Completing annual ICAP requirements, passing the US Naturalization test, and taking state required assessments**

### Academic - HB 3278 (Class of 2030)

The Oklahoma Legislature passed HB 3278 adjusting graduation requirements for the graduating class of 2030. The new requirements require 4 units of ELA, 4 Units of Math, 3 Units of Science, and 3 Units of Social Studies. Another significant change allows for "pathway units." A pathway unit is a course (core or elective) that aligns to a student's post-secondary goals. Students who wish to follow this graduation plan may do so immediately. The plan will be the required plan for students graduating in 2030 and after. Please be sure to visit with Coyle Admin for more information and to ensure that your plan is right for you.

### Activity Trips

Students must be transported to and from all activity trips, academic or athletic, on school provided transportation. The only exception is that a parent or legal guardian may personally take students from a school sponsored event after checking the student out through the coach or sponsor to get approval. Any other exception is with prior approval of the principal and done at least 48 hours before the event.

Sponsors of activity trips, either academic or athletic, will provide the office with a list of names of students who will be leaving for the event.

Roll call will be taken before the group leaves the school. Anyone scheduled to go on the trip that has a circumstance arise where they cannot attend, must communicate such change with the sponsor. Such circumstances are to be evaluated by the coach or sponsor and students are subject to any sanctions deemed necessary by the sponsor.

### Adding/Dropping Classes

Schedule changes should take place during the designated time in August and December of each year. All other schedule change requests will be granted only if needed to meet a student's graduation requirements or an unusual situation. All schedule changes must have the principal's approval. Schedule change request forms may be picked up in the counseling office and returned with a parent/guardian's signature.

Students will not be allowed to enroll in performance classes which require a physical/concussion form or drug testing consent unless the proper paperwork is on file in the office prior to enrollment.

### Attendance - Absence Policy

The Coyle Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to have no more than 10 absences per semester to earn credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the attendance review committee on an individual, case by case basis.

Absence should only be taken for the following reasons:

- Illness of the student or immediate family member;
- Family emergencies;
- Death of an immediate family member;
- Medical appointments;
- Legal matters, including service on a grand, multi-county grand, or petit jury;
- Travel to and from and observance of holidays required by student's religious affiliation
- Extenuating circumstances

It is the responsibility of the parent to notify the school between 7:45 a.m. and 8:30 a.m. if the child is to be absent that day. Parents are required to contact the school and provide documentation regarding illnesses, court appearances, family emergencies or other reasons for student absence. The school will do everything possible to notify parents when a child has

missed four, seven, and ten days in a given class with a warning of the possible failure of a class for excessive absences. The student must make-up for any work missed. The teacher will allow one day per day absent from school to make up all work. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Research papers given in advance of an absence are due on the date and class period listed when the paper was assigned regardless of the absence. All other assignments given in advance of an absence are due the day and class period the student returns to class. Individual teachers have the ability to extend a due date on an individual basis.

Absences for school activities are not recorded against attendance records, therefore, not a part of the 10-day attendance/absence rule. Students should get assignments from the teacher before being absent for the activity. If a teacher does not give an assignment before the activity absence then the CHS absence policy should be followed to determine the due date of the assignment. Tests that are scheduled prior to being absent for the activity should be taken on the date the test will be administered to the class unless it is on the same date as the activity absence. Tests given during an absence should be made up as soon as possible after the date with arrangements to be made to take the test at a time convenient with the teacher.

Any student and/or parent of a student who exceeds 10 absences per semester in a course and feels that he or she has extenuating circumstances to explain the absences that exceed this number may request review by the District's attendance committee. The attendance committee will meet at the end of each semester. Consideration will be given as to the reason for the absences (such as extended illnesses of the student or immediate family members as documented by a physician, family emergencies or death of an immediate family member) as well as to the attempts by parents to minimize the absenteeism.

### **Attendance - Absence Homework**

If a student is absent from school, they are to email all their teachers and check Google Classroom for their assignments prior to returning to school. Homework assignments will not be collected through the front office for short-term absences.

### **Attendance - Partial Day Absence**

Check Ins:

- Any student checking in to school in the middle of the day must have an email sent by his or her parent or guardian to the attendance secretary stating the date, time, reason for the absence, and include a verification phone number. The parent or guardian may also call the school at 405-466-2242 and speak with the attendance secretary or the principal.
- Late arriving students must check in at the main office.

Check Outs:

- Any student checking out of school during the day must have had a parent or guardian call the office or send an email to the attendance secretary stating the date, time, and reason for their early dismissal and include a verification phone number. The student should then proceed with the day's schedule until such time that he or she needs to leave. The student should sign out at the office upon their departure from the building.
- If he or she does not return that day, the absence will be treated as an explained absence.
- If he or she does return before the end of the school day, they should check back in at the office to have their attendance updated.
- Students leaving without properly checking out will be considered truant and subject to disciplinary action as stated in the truancy policy.

**If a student misses more than 15 minutes of any class due to checking in or out, an absence will be recorded for that class period.**

### **Attendance - Tardies**

- All Students are expected to be in the classroom when the bell sounds.
- If a student is outside of the classroom without permission when the bell sounds, he or she will be considered tardy.
- If a student misses more than 15 minutes of any class due to checking in or out, an absence will be recorded for that class period and will count towards semester testing exemptions and the 10 day absences total for each semester.
- Tardies will be calculated by semester.
- Chronic tardiness will be subject to disciplinary action(s). A third tardy in any specific class period will result in a detention. Subsequent offenses will result in further consequences.
- Every three (3) tardies will be considered one absence for a specific class period.



## **Attendance - Truancy**

A student is considered truant when absent from any class without the parents' knowledge, leaving school without permission of the principal or his/her designated representative, and notification by the parent to the school attendance secretary. Students who are truant will be subject to disciplinary action(s).

## **Awards - Academic**

- **Oklahoma Honor Society** - comprised of the top 10% of the student body according to grade point averages.
- **Oklahoma Academic Scholar** - awarded to graduating seniors who have a 3.7 grade point average, at least a 27 ACT score, a combined score of 1100 or better on the SAT, and credit in specific classes.

## **Awards - Honor Rolls**

- The Superintendent's Honor Roll includes all 4.0 and above students with no grade lower than an "A".
- The Principal's Honor Roll includes students with a 3.0 and no grade lower than a "B".
- Honor Rolls will be based on the following grade reports:
  - 1st semester grades
  - 2nd semester grades

## **Awards - PRIDE Program**

In an effort to encourage students to strive for personal excellence, the PRIDE Program has been established. Students who meet the criteria will receive special recognition each quarter. Additionally, one student in each grade will be recognized each month for outstanding achievement.

Criteria:

- All grades must average a 3.0 gpa with no more than one "C" and no grades lower than a C.
- No missing assignments (zeroes) in any class.
- No office referrals for disciplinary reasons.
- No more than 3 absences in a 9 week period.
- No more than 3 tardies in a 9 week period.

The criteria will "reset" each 9 week period.

## **Awards - Valedictorian Policy**

- Regular classes will be calculated on a 4.0 scale.
- Concurrent classes will be calculated on a 5.0 scale.

### **Valedictorian Criteria:**

The senior class valedictorian and salutatorian 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 salutatorian. 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 salutatorian.

### **a. 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.

### **b. 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.

## **Backpacks and Gym Bags**

Due to Safe School initiatives and safety concerns, students are encouraged not to take backpacks, large purses and gym bags to and from classes. These items should be stored in the student's locker, and are subject to search under normal guidelines and procedures. Students are cautioned not to bring personal items not necessary to school. Lost or stolen items are not the responsibility of the school.

## **Bell Schedules**

When students arrive at school, they should report to designated areas (cafeteria / basketball court/pavilions).

At the end of the day, students should go immediately to their after school activities or to their transportation and leave the campus. Students will not be allowed in unauthorized parts of the campus.

CHS Administration reserves the right to alter the bell schedule if the need arises.

2025-26:

ADVISORY:	8:05 AM - 8:40 AM
GRAB & GO:	8:40 AM - 8:45 AM
1ST PERIOD:	8:45 AM - 9:36 AM
2ND PERIOD:	9:40 AM - 10:31 AM
3RD PERIOD:	10:35 AM - 11:26 AM
4TH PERIOD:	11:29 AM - 12:20 PM
LUNCH:	12:20 PM - 12:50 PM
5TH PERIOD:	12:54 PM - 1:54 PM
(1ST 10 MIN. BOOK CLUB)	
6TH PERIOD:	1:58 PM - 2:50 PM
7TH PERIOD:	2:54 PM - 3:45 PM

## **Child Find Notice**

Coyle Public Schools provide educational opportunities to handicapped students ages 0 to 21. These services are provided in accordance with Public Law 94-142, which requires an approved appropriate education for handicapped children 0 to 21. Any person having knowledge of a handicapped child not identified or served, please contact: Colby Cagle, Superintendent, Coyle Public Schools 700 S. Cottingham, Coyle, OK 73027

## **Concurrent Enrollment**

A student, enrolled in an accredited Oklahoma high school, may, if he or she meets the requirements, be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student. Junior and Senior students, who are in good standing for graduation and who meet the minimum high school performance standards listed below are encouraged to participate in Concurrent Enrollment and begin their college graduation requirements and transcript.

Admission Standards Minimum High School Performance Standards

	Optional 1	Optional 2
HIGH SCHOOL SENIORS	Minimum ACT/SAT,PSAT	Minimum GPA & Class Rank
University of Oklahoma	24/1090	3.0 and top 30%
Oklahoma State University	24/1090	3.0 and top 33%
University of Science & Arts of Oklahoma	24/1090	3.0 and top 33%
Regional Universities	20/1030	3.0 and top 50%
Community Colleges	19/990	3.0 and top 50%

<b>HIGH SCHOOL JUNIORS</b>	<b>Minimum ACT/SAT,PSAT</b>	<b>Minimum GPA</b>
University of Oklahoma	24/1160	3.5
Oklahoma State University	24/1160	3.5
Regional Universities	23/1090	3.5
Community Colleges	20/990	3.5

All concurrent students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, and must also provide a letter of recommendation from the school counselor and written permission from a parent or legal guardian. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

Minimum ACT/SAT, PSAT Subject Scores for Concurrent Enrollment in Courses in Subject Area Concurrent students may only enroll in curricular areas where they have met the ACT assessment requirements for college placement as indicated below:

<b>English</b>	<b>Reading</b>	<b>Mathematics</b>	<b>Science Reasoning</b>
19/510	19/510	19/510	19

An ACT subject score of 19 in Reading is required for enrollment in any subject area other than English, Mathematics and Science Reasoning; institutional secondary testing may not be used for placement. Additionally, concurrent students may not enroll in remedial (zero-level) coursework offered by colleges and universities designed to remove high school deficiencies.

A student who earns college credit through concurrent enrollment can receive academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education courses and a course provided by the school district. The following higher education courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education (OSDE) and approved for academic credit:

Any course equivalent to the third year of Mathematics required by district graduation requirements	1 unit High School Mathematics
Any course equivalent to the third year of Science as required by district graduation requirements.	1 unit high school Science
*English Composition 1	½ unit English IV
*English Composition 2	½ unit English IV

***\*Both Composition I and Composition II must be successfully completed to meet OAS objectives for English IV.***

American History Survey to 1877	1 unit High School US History
American History Survey from 1877	1 unit High School US History
Introduction to Geography	1 credit High School World Geography
American Federal Government	1 credit High School American Government
Computer Literacy	1 credit High School Computer Technology
Economics or course equivalent	1 credit High School Economics
Music or Art Appreciation	1 credit High School Music or Art
Psychology	1 credit High School Psychology
Sociology	1 credit High School Sociology
Speech	1 credit High School Speech

Students will be given one class period, plus a reasonable travel time, for each course taken through concurrent enrollment. It will be the student's responsibility to provide Coyle High School with an official enrollment document, which shows what course is being taken and the time of the course. Students concurrently enrolled must have an eligibility form signed and returned to the counselor on Friday of each week in order to remain eligible for extracurricular activities. Failure to do so, will result in ineligibility for the upcoming week. Anyone who drops or discontinues participation in concurrent enrollment must notify the school immediately and return to campus for other classes. Failure to do so will result in disciplinary action. No graduation credit will be awarded for courses in which a student receives an F, NC, or I.

Any other college course taken which is not listed above must have prior approval from the principal before high school credit will be awarded.

### **Discipline - Activity Student Drug Testing Policy Amended July 2025** **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

Any activity student who tests positive in a drug test under this policy shall be subject to the following restrictions:

### 1. For the First Offense or Student Self-referral

The following restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such students will be allowed to remain active in all activities covered under this policy. Such a student will, however, be considered to have committed his/her first offense under the policy, and will be required to meet the terms identified under "first-offense."

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student is cooperating with drug counseling from a qualified drug treatment program or counseling entity. Counseling, if recommended by the results of initial assessment, must be attended regularly until the treatment plan is completed. Additionally, the student will be subject to tests monthly for the remainder of the school year.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

### 2. For the Second Offense:

Suspension from participation in all activities covered under this policy for (30) calendar days, and continued regular attendance to counseling until the treatment plan is completed. The student may not participate in any meetings, practices, scrimmages, or competitions during this period of suspension from activities. The student will be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

### 3. For the Third Offense (in the same school year)

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is longer.

## VI. Refusal to Submit to Drug Use Test

A participating student who refuses to test or submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance, and competitions for the remainder of the school year. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the school.

Coyle Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Coyle Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention are essential to long term

### **Discipline - Bus Rules**

- All transported students will ride the bus daily to and from school unless they have a note signed by his or her parent or guardian requesting such a change.
- Improper conduct on the buses will result in the loss of bus privileges for a period of time to be determined by the principal.
- Only regularly scheduled bus students are to ride the school buses. While waiting for the bus, students should stay off the street at all times.
- Any damage to the bus and/or bus equipment will be paid for by the student/parent and will also result in disciplinary action.
- Students should stay in their seats while the bus is in motion and observe all bus rules as specified by the bus driver.

### **Discipline - Before or After School Detention**

Detention is held from 7:30am to 7:55 am and from 3:45pm to 4:10 pm in the high school.

- The number of days for detention will be in accordance with the student accountability plan.
- Students are required to report to detention the day assigned and on time. The door will be closed at the beginning of detention and no additional students will be allowed in the room.
- Students must work on homework, read a library book, or do assignments provided. Failure to keep busy will result in additional days assigned.
- Students must turn in their electronic devices to the teacher upon entering detention.
- Failure to serve an assigned detention the day after it is assigned will result in an additional day being assigned and served after the initial day has been served.
- Repeated detentions will result in additional consequences including Friday/Saturday School, In-School Intervention, or out-of-school suspension.

### **Discipline - Lunch Detention**

Lunch detention is held in the high school during lunchtime.

- The number of days for detention will be in accordance with the student accountability plan.
- Students are required to report to detention the day assigned and on time. The door will be closed at the beginning of detention and no additional students will be allowed in the room.
- Students must work on homework, read a library book, or do assignments provided. Failure to keep busy will result in additional days assigned.
- Failure to serve an assigned detention the day after it is assigned will result in an additional day being assigned and served after the initial day has been served.
- Lunch will be provided at a designated time during the assigned lunch detention session.
- Students must turn in their electronic devices to the teacher upon entering detention.
- Repeated detentions will result in additional consequences.

### **Discipline - Rules for Students Regarding Drugs and Alcohol (Drug-Free Schools and Communities Act Amendments of 1989)**

#### **Illegal and Illicit Drugs and Alcohol**

- Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
- Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
- "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.
- "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
- Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

### **Necessary Medications**



- Students may not retain possession of and self-administer any medication at school except as permitted by the school district's policy on the Administration of Medicine to Students.
- Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school office with parental authorization, in compliance with Oklahoma law and school policy.
- Violations of this rule will be reported to the student's parents by the superintendent, and may result in discipline which can include out-of-school suspension

### **Distribution of Information**

- Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the superintendent.
- Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

### **Discipline - Friday School**

Friday School will be conducted from 8:00 AM until 11:00 AM

- Students are responsible for arriving with books and necessary materials. A library book for a school assignment is permitted.
- Students who do not bring the necessary materials will be dismissed from the room and reported to the building principal for non-compliance regarding Saturday School policies.
- Students will not be admitted tardy.
- Students will not be allowed gum, candy, snacks, etc. while attending Saturday School.
- Students will not talk with other students during Saturday School.
- All questions will be directed to the monitor.
- If a student completes all work, they will be required to have reading materials for the remaining time of assignment.
- Sleeping will not be permitted.
- Restroom breaks will be kept to a minimum and only with the permission of the monitor.
- Cell phones will be checked in with the monitor upon arrival.

Should a student fail to follow the expectations listed, further consequences shall be imposed.

### **Discipline - Student Behavior and General Expectations**

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

### **Discipline Code**

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

- Arson
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
- Cheating
- Conduct that threatens or jeopardizes the safety of others
- Cutting class or sleeping, eating or refusing to work in class
- Disruption of the educational process or operation of the school
- Extortion
- Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
- Failure to comply with state immunization records
- False reports or false calls
- Fighting
- Forgery
- Gambling
- Harassment, intimidation, and bullying
- Hazing (initiations) in connection with any school activity
- Immorality
- Inappropriate attire as set out in the student handbook
- Inappropriate behavior or gestures
- Inappropriate public behavior
- Indecent exposure
- Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual

orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

- Obscene language
- Physical or verbal abuse
- Plagiarism (The use of someone else's words or ideas without giving proper credit to that source.)
- Possession of a caustic substance
- Possession of obscene materials
- Possession, without prior authorization, of a wireless telecommunication device
- Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
- Possession, threat or use of a taser
- Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, and/or controlled substances;
- Possession of illegal and/or drug related paraphernalia
- Profanity
- Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
- Theft
- Threatening behavior (whether involving written, verbal or physical actions);
- Truancy
- Use or possession of tobacco or "tobacco products" including vapes, e-cigarettes, cigars, smokeless tobacco, etc. will result in a 5 day out-of-school suspension.
- Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
- Using racial, religious, ethnic, sexual, gender or disability-related epithets;
- Vandalism
- Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
- Vulgarly
- Willful damage to school property
- Willful disobedience of a directive of any school official; Public Display of affection.
- In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

### **The School Bullying Prevention Act (70 OKLA . STAT . § 24-100.2)**

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- harm another student; or damage another student's property;
- place another student in reasonable fear of harm of the student's person or damage to the student's property; or
- insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying which defines and explains this conduct and the School District's response to the legislative mandate.

**All incidents must be reported to the school administrator. Parents and Students are welcome to call, email, or set up an in-person meeting to report/discuss any concerns.**

### **Discipline - Suspension**

Students who have been suspended will be required to take semester exams in each of his/her courses. Students who return from suspension must have work completed and ready to submit to the instructor. Students under suspension will not be allowed to attend (home or away) or participate in extracurricular activities until they return to school. Students under suspension will not be allowed on campus without a parent. Violation of this policy would constitute trespassing. Charges will be filed with the local authorities.

### **Discrimination Complaints - Grievance Procedures**

#### **Definitions**

- Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability. • Grievant: Any student, employee, or patron of the School District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or

disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievances in this paragraph, members of the public may also be potential grievances. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

- Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.
- Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- Day: Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

### **Pre-Filing Procedures**

- Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

### **Filing and Processing Discrimination Complaints**

- The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.
- The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; indicate acceptance or rejection of the Grievant's requested action; and outline alternatives.
- As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation. o The Respondent will submit a written answer within 10 days to the applicable Coordinator.
- Within 5 days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Superintendent for a hearing. If any person charged with decision-making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and Superintendent. The hearing will be conducted within 10 days after the Coordinator receives the Respondent's answer.
- At the hearing, the Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- Within 5 days after the hearing, the Superintendent will issue a written decision to the Grievant, Respondent and applicable Coordinator.
- If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
- The applicable Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
- The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties

involved.

### **General Provisions**

- Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 120 days.
- Access to Regulations: Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.
- Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
- Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
- Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator.

### **Dress Code**

It is the expectation that parents and students will use mature judgment and good taste in complying with these minimal restrictions. Grooming and dress at Coyle High School must not constitute a distraction or interfere with the educational opportunities of students.

#### **Expectations:**

- Above the chest to below the pelvic region (upper and lower torso) including buttocks, should be covered at all times.
- Shorts, dresses, tops worn with leggings and skirts should be a length that sufficiently covers all private areas. Recommended length is no more than 2 inches above the knee.
- Any school issued uniform may be worn during the school day if the uniform meets the above dress code requirements.
- All clothing must be worn as intended when it was purchased without modifications by the student.
- Headgear such as hats, caps, bandanas, beanies, stocking caps, and hoods are not permitted in areas such as the cafeteria or elementary/middle school.
- Apparel or accessories with offensive or suggestive slogans, logos, symbols, or images that pertain to vulgarity, obscenity, nudity, promotion of violence and/or gang or cult activity, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, illegal chemical substances, drug-related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors are not permitted during the school day.
- Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Any variation to the above dress code will be subject to the approval of the principal.
- Any manner of dress or article that can be reasonably expected to embarrass or offend someone else should not be worn and is subject to review.
- Any question as to the appropriate nature of such apparel should be referred to the principal for a decision.

Occasionally there are certain fads that arise that are not covered in the student handbook. The CHS Administration reserves the right to determine if any of these hair or clothing fads are appropriate for a school setting. In the event that the CHS Administration deems something inappropriate, the normal dress code discipline consequences will be enforced.

### **Electronic Communications**

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The board approved platforms at Coyle Public Schools are Remind, Google Classroom, School Email, and Thrillshare/Apptegy.

## **Eligibility - Extracurricular Activities**

- To be eligible to participate in athletics and all other school sponsored activities, a student must be passing all subjects that he or she is enrolled in during a semester.
- If a student is not passing all subjects (based on a cumulative semester grade) enrolled in at the end of a week, he or she will be placed on probation for the next one week period.
- If at the end of his or her probationary week, he or she is still failing one or more classes, he or she will be ineligible to participate during the next one-week period.
- The eligibility period will begin on Monday and end on Sunday.
- Eligibility reports will begin on the third Monday of each semester.
- A student who has lost eligibility, under this provision, must be passing all subjects in order to regain eligibility. Incomplete grades will be considered failing in determining scholastic eligibility.
- School administrators are authorized to make exceptions to the provision regarding incomplete grades.
- No student will be allowed to participate in a contest unless he or she has attended at least one-half of the school day of the contest. Circumstances beyond the control of the student may lead to an exception given by the principal.
- Students with excessive absences (missing more than 10% of instructional days) will be declared ineligible. Exceptions to this may be granted on a case by case basis by the principal pending a review of extenuating circumstances. If a student does not qualify for an exception, he/she may request to attend Friday school with the ability to make up to two absences per semester.

### **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

## **Emergency Drill Procedures**

All students are required to participate in fire, disaster and bus evacuation drills. Students are to follow the instructions of the classroom teacher and/or sponsor during such drills in order that the safety and security of all students can be guarded. Evacuation plans are posted in every room in the school and should be brought to the student's attention and practiced. Students will not be sent home during severe weather unless checked out by a parent or guardian through the office.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- (1) *The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.* Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.* Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception, which permits disclosure consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel, and military recruiter); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent of officials of another school district in which a student seeks or intends to enroll.
- (4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is: Family Policy Compliance Office

Parents and eligible students may request a copy of the Coyle FERPA Policy. Copies of these policies are located in the Superintendent's office. Translations of this notice will be arranged, in the native language, for non-English speaking parents.

Parents have two weeks, after publication, to advise the Superintendent, in writing any items they designate as not being directory information for the child. The following items are considered by the Coyle School District to be "Directory Information." The student's: name, address, telephone listing, electronic mail address, name of parents, date and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, degrees, awards or honors received, weight and height of athletes, photograph, previous school district.

### **Gangs**

- Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process.
- The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.
- Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.
- Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.
- The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

### **Grading Scale**

A - 100-90  
B - 89-80  
C - 79-70  
D - 69-60  
F - 59 or below

### **Guests**

NO guests will be allowed to attend classes or visit students during the school day, to include during lunch period.

### **Hall Passes**

No hall passes should be given for the purpose of interrupting another class to see another student. Hall passes to another class should not be given unless there has been a prior arrangement made with both teachers (sending and receiving). At no time should students be in hallways while classes are being conducted. Students with a pass for any area will be considered tardy from class if they are in an area not designated by the pass. Hall passes should not be given the first ten minutes or the last ten minutes of class.

### **Harassment, Intimidation, and Bullying Policy**

This policy is a result of the legislative mandate and public policy embodied in the *School Bullying Protection Act*, 70 Okla. Stat. § 24-100.2. The District's student conduct code prohibits harassment, intimidation and bullying. This policy further explains the negative effects of that behavior and seeks to promote strategies for prevention. A copy of the entire Harassment, Intimidation and Bullying Policy is available upon request.

#### **Definition of Terms**

Statutory definition of harassment, intimidation, and bullying:

70 Okla. Stat. § 24-100.3(C) of the *School Bullying Protection Act* defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- Harm another student;
- Damage another student's property;
- Place another student in reasonable fear of harm to the student's person or damage to the student's property;
- 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.

## **General Display of Bullying Acts**

Bullying, for purposes of this section of the policy, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- Physical Bullying includes harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- Social Bullying includes harm to another's group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.
- Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching or private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by the District.

## **Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

## **Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying, to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation or bullying, are to report all relevant information to the superintendent or his/her designee.

## **Parental Responsibilities**

Parents/guardians will be informed in writing of the District's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by

parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- o Report bullying when it occurs:

- Take advantage of opportunities to talk to their children about bullying.
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

### **Internet and Technology Systems Safety and Appropriate Use**

It is the policy of the Coyle Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. 254(h)].

- o *Definitions* -Key terms as defined in the Children's Internet Protection Act.

- *Access to Inappropriate Material* - To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

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

### **Supervision and Monitoring**

- It shall be the responsibility of all staff of the Coyle Public Schools to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.
- Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District's technology resources.

### **Personal Safety**

Employees and students shall not use the District's technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

- Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people's photographs on the web and identify them by name.
- Student users shall not agree to meet or meet with someone they have met online, without parental approval.
- Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based email, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District's authorized supervisory personnel.
- Users shall not attempt major repair of District-owned technology resources without the assistance of the District support mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than one workstation, disrupt business operations or requires the user to add or remove hardware. However, users are encouraged to perform troubleshooting and minor repairs in conjunction with the District technology support segment.

### **Illegal Activities**

Engaging in illegal and prohibited activities involving use of the District's technology is prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District's technology is not to be used for illegal activities. Among other things, users are expected to abide by the following:

- Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.
- Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately



reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District's approved software list.

- District staff will not support or maintain any computer operating system or application software that does not meet District standards.
- Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.
- Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
- Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
- Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.
- Users shall not use the District's technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

### **Security of District's Technology**

The District spends substantial monies to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with education objectives in a technology rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District's resources. Security with respect to the District's technology resources requires adherence to the following:

- Users shall access the Internet in a manner which does not compromise the security and integrity of the District's technology resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures for virus checking and system security.
- Users are responsible for their individual login passwords and account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share passwords, provide access to an unauthorized user, or access another user's without authorization.
- A computer logged into the District wide area network or the internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.
- Users must immediately notify the email administrator if they identify a possible security problem. o Users are responsible for the appropriate storage and backup of their data.
- The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

### **Inappropriate Communications**

Inappropriate communications are prohibited and can result in removal of access, or other disciplinary action. Users must adhere to the following directives:

- Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources.
- If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.
- Parents or guardians should instruct the student if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.

Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.

- Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

## **Disciplinary Action**

The use of District's technology resources is a privilege, not a right. Violation of District policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action up to and including termination of employment for employees and suspension from school for students. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities for prosecution.

## **Lockers**

- Lockers remain the property of the school and are held jointly with the student. It is an infraction of the student code of conduct to place or allow contraband items such as drugs, alcohol, or weapons to be placed in lockers.
- Students are responsible for the locker(s) assigned to them and should take care to protect the integrity of the contents.
- A locker will be assigned to each student.
- Students are to keep books and personal items in their assigned locker.
- Lockers are not to be banged, kicked, or otherwise damaged in any way.
- Excessive damage to a locker will be charged to the student.
- A student who chooses to put a lock on a locker must provide the office with a duplicate key or the combination or be subject to having the lock cut off.
- Students are strongly encouraged to use a lock on their locker.
- Athletic lockers will be assigned to the student athletes by the coaches and will be subject to their rules and regulations regarding locker use and lock assignment.
- Locker inspection will be a routine procedure and will be held periodically.
- Nothing should be placed on the outside of a locker without prior approval by administration.

## **Lunch/Breakfast**

Breakfast and lunch are important parts of the day and can be a time when students and staff relax and enjoy. It is also important to note that school rules are not suspended during these times. Students should understand that procedures should be followed and violations of breakfast or lunch rules will be viewed as an act of defiance. Basic breakfast and lunchtime guidelines are:

- Students are only allowed to eat 1 meal during breakfast and 1 meal during lunch. Specifically, students may eat breakfast in the cafeteria before school (7:30-8:00 AM) or during "Grab & Go."
- Students are not permitted to go to the parking lot or other buildings during lunch without permission from an instructor or the principal. Students should remain in the commons area and not be in the halls or doorways during the lunch time.
- No tardies from lunch will be accepted unless approved by a note from a teacher or the principal.
- No lunches or other food will be delivered to the student by anyone except the student's parent/guardian. All lunch deliveries by parent/guardian must be made to the office. Students are not allowed to pick up deliveries from their parent or guardian in the parking area.
- Lunch guests are not permitted – Coyle Schools has a closed campus policy.
- Students are not permitted to leave campus during lunch.

## **Medication - Administration Of**

- It is the policy of the Coyle Board of Education that, if any student is required to take medication during school hours without the availability of parent/guardian administration, the medication will be done under the following guidelines.
  - A student who has a legitimate health need for a medicine shall deliver the medicine to the school office in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by an administrator or a designated employee pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. A new authorization form must be completed for each change of medication. If there are no changes, the authorization must be renewed yearly. If a student brings medications to school without a properly completed authorization form the school will inform the student's legal custodian of district policy and the inability to give the medication. The student's legal custodian may, however, come to the school and dispense the medication to the student. When medication is completed and/or at the end of the school year the authorization form will be placed in the student's health folder and will be deemed part of the student's health record. Forms for parental authorization of administration of medicines are available in the school office.

Prescription Medication: will only be administered by school staff with written authorization and instructions. Prescription medication must be in original container that indicates:

- student name;
- name and strength of medication and expiration date;
- dosage and directions for administrations;
- name of the licensed physician or dentist; and
- date, name, address and phone number of the pharmacy.

It is the responsibility of the legal custodian to maintain the supply.

Non-prescription medication: will only be administered by school staff with written authorization of the legal custodian. The nonprescription medication will be administered according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- student name (affixed to the container);
- ingredients; o expiration date; dosage and frequency;
- administration route, i.e., oral, drops, etc.; and o other directions as appropriate.

Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written instructions of the student's physician. It is the responsibility of the legal custodian to maintain the supply.

Self Administration of Medication: Students who are able to self administer specific medications (inhalers, etc.) may do so provided such medication and special equipment are transported and maintained under the students' control within all of the following guidelines:

- A licensed physician or dentist provides a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the student's legal custodian's responsibility to contact the physician and have the physician complete and sign the required order.
- There is a written legal custodian authorization for self administration of medication.
- Parents and guardians who elect to have the student self medicate are accepting that the District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.

If the legal custodian and physician authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment such as asthma inhalers.

Students who self medicate are prohibited from sharing or playing with their medication, special equipment, i.e., inhalers, etc. If a student engages in these activities the legal custodian will be contacted and a conference will be scheduled with the legal custodian, student, nurse and other appropriate persons. Students will not be allowed to self administer:

- Narcotics;
- prescription painkillers;
- Ritalin; and
- other medication hereafter designated in writing by the District.

Students may self administer injectables only in the school office in the presence of authorized school personnel. The District strongly recommends that students who must self medicate should wear Medic Alert bracelets or necklaces.

The legal custodian will provide any emergency supply of their student's inhaled asthma medication to be administered by school personnel according to state law.

Destruction of Medication: Any medication that is not reclaimed by the legal custodian by the last official day of school closing or reclaimed within seven days of being discontinued by the prescribing physician will be destroyed by the designated employee or the school nurse in the presence of a witness according to the following procedures:

- Medication will be destroyed in a nonrecoverable fashion.
- Liquid medication will be poured into a sink or toilet.
- Pills or tablets will be poured into the toilet.

The following information will be charted on the student's health card and signed by the designated employee and a witness:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication.

Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the principal if discontinuance of medication is appropriate and assist in informing the legal custodian before mailing a discontinuance letter. Legitimate reasons for discontinuing administration of medication would include but not be limited to:

- a legitimate lack of space or facility to adequately store specific medication;
- lack of cooperation by the student, parent or guardian and/or prescribing doctor and the District;
- an unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well being of the student;
- any apparent change in the medication's appearance, odor, or other characteristics that question the quality of the medication; and
- the medication expiration date has passed.

### **Non-Discrimination Statement**

The Coyle School District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extra-curricular activity, or employment in the district on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to: Superintendent/Compliance Coordinator. Coyle Public Schools . 700 S. Cottingham Coyle, OK 73027

### **Notification of Rights Under the Protection of Pupil Rights Amendment**

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

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

- Political affiliations;
- Mental and psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine eligibility.

*Receive notice and an opportunity to opt a student out of –*

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

*Inspect, upon request and before administration or use –*

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

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

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

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

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

## **Proficiency Based Promotion**

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

- Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: Portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
- Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. § 11-103.6: Social Studies, Language Arts, The Arts, Languages, Mathematics, and Science.
- Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. Upon achieving 90% proficiency, a grade of "Passing" will be transcribed. A grade of Passing will not impact the Grade Point Average for that student.
- The opportunity for proficiency assessment will be provided at least twice each school year.
- Qualifying students are those who are legally enrolled in the District.
- The District will not require registration for the proficiency assessment more than one month in advance of the assessment date.
- Students will be allowed to take proficiency assessments in multiple subject areas.
- Students not demonstrating proficiency will be allowed to try again during the next assessment period.
- Exceptions to standard assessment may be approved by the District for students with disabilities.

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.

- The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
- 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.
- Failure to demonstrate proficiency will not be noted on the transcript.
- 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. o 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. Units earned through proficiency assessment will be transferable with students among school districts within the State of Oklahoma.

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.

## **Purchases**

The sponsor will make all purchases for school organizations or classes after a purchase order has been obtained and approved from the principal. Under NO circumstances is a student to charge an item to the school. Any person making a purchase, on behalf of Coyle High School, without an approved purchase order will be responsible for the total bill at his or her own expense. Approval must be obtained prior to purchase.

## **School Closings**

- In the event of severe weather or other emergencies, school may be closed. An announcement of such a closing will be made on the district website and through school text messages no later than 6:00 AM on the day in question. An earlier notice will be given (such as the previous evening) when possible.
- Changing weather patterns require that we are conservative regarding closing school. Days canceled require adjustments in the calendar to meet state regulations for the number of days students must attend school each year.

## **School Telephones**

Office telephones are for business purposes and should not be used to communicate unnecessary messages to students. Students are not to be given passes to use the phone except in an emergency. The telephone is never to be used for visitation. Individual classroom phones are not to be used by students.

## **Sexual Harassment**

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Coyle School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

- "Employee" means any person who is authorized to act on behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and

including board members and school volunteers.

- "Student" means any person who is enrolled in any school or program of the School District.
- In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment. In the case of a student of the School District, "sexual harassment" includes all forms of unwelcome conduct of a sexual nature by a student, an employee or any third person towards a student. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.
- All students, employees, patrons and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
- Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.
- Any employee or student who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, counselor, teacher by any board member of the School District. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance form. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
- Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.
- The superintendent, principal, counselor, teacher and any board member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:
  - obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harasser, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
  - take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
  - keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
  - conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;
  - based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment and prevent a recurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.
- During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation.
- It is the School District's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such retaliatory behavior.

## **Student Activities - Homecoming Royalty**

### **a. 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.

### **b. 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.

### **p. 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.

### **q. 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.**

### **r. 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.

## **Student Behavior at Athletic Events**

- It is expected that the student body will conduct themselves as ladies and gentlemen at all times.
- The student body is expected to treat our opponents and officials with respect.
- Chants or comments that are critical or demeaning to officials are not permitted.
- Any comment regarding the opposing cheerleader team that is critical or ridiculing is not allowed.
- Our student body will not be permitted to demean or ridicule any opposing player.
- A vocal and enthusiastic support of our teams is encouraged and expected by our student body.

- Derogatory comments about our players or coaches are not permitted.
- Our student body is expected to treat the physical plant of our school and of schools, which we are visiting with the same consideration of their personal homes.
- Vandalism of an opposing school physical plant could result in suspension and/or expulsion of students involved.
- We will not respond to poor behavior on the part of our opponents. We are responsible only for our own behavior, and hope to lead by the excellent example that we set.

The behavior listed above is expected of our students, parents and patrons. In summary, Coyle Public Schools will be the leaders in the state in support of our teams, while maintaining class, dignity, and respect for our opponents and officials.

### **Student Data Information**

Parents should notify the school if there has been a change of address, telephone number(s), employer, and/or any other pertinent necessary information. This also applies to medical information such as a change of physician to be contacted or other matters related to the health of the student. Proper notification of parents in the case of an emergency is contingent upon proper information being provided.

### **Student Organizations**

Coyle High School offers several opportunities for student involvement.

- Active organizations include:
  - Academic Team - In a college quiz bowl format, the academic team provides individuals with an opportunity to compete with other schools. This activity serves to reinforce our students in an acquisition of knowledge and encourage quick thinking. Students learn to become more vocal and less reticent through this activity.
  - Future Farmers of America (FFA) - The FFA is the world's largest youth organization. The focus of the FFA is to foster and promote premier leadership, personal growth and career success through agricultural education. The FFA is structured on local, state, and national levels encouraging citizenship, volunteerism, and patriotism among its members. Students are encouraged to have an agriculture based project which teaches responsibility while developing a strong work ethic. Public relation skills are learned through career development events as members hone skills that can be used as they pursue higher education and careers.
  - National Honor Society (NHS) - The purpose of the National Honor Society is to promote citizenship, leadership, scholarship, and service. Students invited to be members of the Coyle Chapter must exhibit good character and maintain a GPA of 3.5. Once a member of the Coyle Chapter, students must continue to demonstrate good character through positive interaction with others and obedience to recognized authority inside and outside the school environment. The Society recognizes only upperclassmen (seniors, juniors, and sophomores) as members.
  - FCCLA - FCCLA stands for Family, Career and Community Leaders of America. It is a national career and technical student organization for students in [Family and Consumer Sciences \(FCS\)](#) education in grades 6-12. FCCLA provides opportunities for students to develop leadership skills, explore career pathways, and become active community members.
  - Student Council - Student Council develops students in the area of leadership and community service. A team of elected student officers works with the adult advisors. The student leaders help the council members plan, organize, and produce activities designed to encourage more students to become involved in school activities. Students learn to manage time, lead their peers, and organize their resources. Members are expected to maintain all grades at a "C" or higher. Students are also expected to maintain good standing in attendance and discipline.
  - Hope Squad - Members are recommended by the student body at large. Members serve the student body by working with sponsors to ensure Coyle High School is a safe place to learn and where every student feels seen and supported.

Parents or guardians may withhold permission for a student to join or participate in one or more clubs or organizations. If a parent or guardian wishes to withhold permission from participation in a club or organization, he/she must submit to the principal in writing the name of the student, name of the club or organization, and state their intention of withholding permission for participation in the club or organization.

### **Substitute Policy**

Since our school is judged by the way we act in class, substitutes can either take a positive or negative impression of our school with them when they leave. You are expected to conduct yourself as a host to these substitute teachers and show them the same respect expected of your regular teachers. Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

### **Textbooks**

At the beginning of each year/semester, students will inspect, rate and sign for their textbooks. Each textbook will be checked for condition when it is checked out. It is expected that there will be normal wear on a textbook, but a hardback book should last six years. It will be the student's responsibility to care and return the textbooks issued to them in the same condition as issued. Loss or destruction of a textbook(s) will result in the student being charged a replacement (new) cost for each book.



All student records will be placed on hold and enrollment for future years will be stopped until all books are paid for.

### **Tobacco Use Prohibited**

The Coyle Board of Education recognizes that tobacco use has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility used to provide educational services to children. Therefore, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property 24 hours a day, seven days a week; including non-school days, and will apply to students, staff, and visitors. Tobacco use is also prohibited by students, staff, and volunteers at all events away from school property where they represent the school district.

- "School property" is defined as all property owned, leased, rented, or otherwise used by any school in this district including but not limited to the following:
  - All portions of any building or other structure used for instruction, administration, support services, maintenance, or storage.
  - All school grounds and buildings over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
  - All vehicles used by the district for transporting students, staff, visitors or other persons.
- "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for consumption. All smokable, vaporized, vapable and e-cigarette medical marijuana product inhaled through vaporization or smoked by a medical marijuana licensee are subject to the same restrictions for tobacco under Section 1-1521 of Title 63 of the Oklahoma Statutes, commonly referred to as the "Smoking in Public Places and Indoor Workplaces Act". (63 O.S. § 427.8)
- "Use" is defined as lighting, chewing, inhaling or smoking any tobacco (nicotine agent) as defined within this policy.
- Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. Students may not leave the campus during the school day to use tobacco.
- All athletic fields and stadiums shall be tobacco free.
- Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined in accordance with the discipline schedule published in the student handbooks.

REFERENCE: 63 O.S. Sec.1-1522, et seq. 20 U.S.C. Sec. 6083

### **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 or the class the student is entitled to pursue could be approved if they meet ALL policy guidelines of this School District.
- 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 will NOT be approved if this District does not: (1) provide the courses/educational program(s) in which the applicant desires to enroll, (2) have adequate facilities to provide the courses/educational program(s) in which the student desires to enroll, or (3) have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll. Denial will result if the acceptance of the transfer would place a financial or education burden on District families or staff in the courses/educational programs the student would attend, exceed class size limitations set by state law or District policy, or exceed 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 percent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
- Transfers will not be considered if the student desiring to transfer 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 inside or outside the State of Oklahoma or any court inside or outside the State of Oklahoma, show the student at any time:
  - Has violated school regulations.
  - Has committed an act commonly regarded as being immoral.
  - Has been adjudicated as a delinquent from an offense that is not a violent offense under relevant Oklahoma law.
  - Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law.
  - Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense.
  - Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense.
  - 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.
  - 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.
  - 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.
- The entire transfer policy may be obtained from any of the principal's offices as well as the central administrative office.

## **Use of Computers and Electronic Communication Equipment and Services**

The Coyle School District encourages the use of electronic communication equipment and services, such as the Internet, for instructional, education, research, and administrative purposes. The District owns and operates the computing and electronic communication equipment and software, and is therefore responsible for its proper use and maintenance.

### **Personal Responsibility**

Persons using District computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. The District cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of the facilities and services are warned that they may unwillingly come across, or be recipients of, material that they may find offensive.

### **Acceptable Use**

Persons using District computing and electronic facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. Employees must not use profanity, obscenities, or derogatory remarks in electronic mail messages discussing employees, students, patrons, clients, competitors, or others. Such remarks should not even be made in jest. The District's computer and communications systems are not intended to be used for, and must not be used for, the exercise of the employee's right to free speech. Sexual, ethnic, and racial harassment, including unwanted telephone calls, electronic mail, and internal mail, is strictly prohibited and cause for disciplinary action. District employees, as well as students, are encouraged not to respond directly to the originator of offensive electronic mail messages, telephone calls, and/or other communications. The recipient should promptly report such communications to their supervisor, instructor or principal. If for any reason the recipient of harassing or offensive material is uncomfortable reporting the incident to his or her supervisor, or is (for any reason) precluded from doing so, it should be promptly reported to the Technology Director or to the Superintendent. It is also a violation of policy to access and view materials in a manner which would create a hostile working and/or educational environment.

### **Business Use / Permitted Personal Use - Limited**

Generally, electronic communication equipment and services must be used only for authorized business activities. Incidental personal use is permissible as long as it: (a) does not consume more than a trivial amount of resources, (b) does not interfere with employee productivity, (c) does not preempt any business activity, and (d) results in charge to the District. An example of limited permissible personal use would be to confirm an appointment, acknowledge receipt of an invitation, or to advise a sender that you are not permitted to use the District's electronic and computing resources for personal matters. Users are forbidden from using the District's electronic communication equipment and services for charitable endeavors, private business activity, amusement/entertainment purposes, or for other non-school purposes. Furthermore, employees are reminded that the use of the District's technology resources, including electronic mail and Internet, should never create the appearance of inappropriate use.

### **Privilege of Use**

Use of the Internet is a privilege which may be revoked for inappropriate use or conduct. Persons who violate applicable federal or state law, or District policy, shall be required to cease those activities and will also be subject to the suspension or revocation of use privileges, or any other District disciplinary action deemed appropriate by the superintendent.

### **Inappropriate Conduct**

Inappropriate conduct in using the Internet shall include, but is not limited to:

- Unlawful or malicious activities;
- Proprietary purposes;
- Misrepresentation of any kind;
- Chain letters or overly broad mass mailings or postings not approved by the District;
- Using abusive or harassing language or symbols;
- Congesting or disrupting networks and systems;
- Embarrassing, denigrating, or libeling any individual or organization;
- Implying District endorsement of commercial products not its own; and
- Viewing, allowing to be viewed, or transmitting pictures or word descriptions of an erotic, sexual, sadistic, or

masochistic nature, or providing information on where such can be accessed. See also the District's policy regarding *Internet Safety* and its more detailed statement of inappropriate usage of technology resources.

### **Supervisory Responsibility**

Any supervisor, or, in the case of students – any teacher, who condones or allows any of the above conduct, whether willfully, intentionally, or through negligence shall be considered to have violated this policy and shall be subject to the same discipline as authorized above.

### **No Right of Privacy**

Employees/students do not have a right of privacy with respect to the use of electronic communications. The content of electronic mail may be monitored and the usage may be monitored to support operational, maintenance, auditing, security, investigative activities, and otherwise to ensure proper use of electronic communications. Employees/students should structure their communications in recognition of the fact that the District will, from time to time, examine the content of electronic communications. No employee/student should have any expectation of privacy with respect to the use of the District's electronic communication systems.

### **Limitation of Liability**

The District will not be responsible for any damages suffered through the use of the Internet, or any other electronic communication facility or service. The District specifically denies any responsibility for the accuracy or quality of information obtained through its facilities and services.

### **Vehicles**

High school students will be able to drive automobiles to school provided they meet the following standards:

- The car is parked in the student parking area.
- Students driving or riding in private cars will not be permitted to sit in the cars after arriving at school.
- Students must enter the building or report to a designated area immediately after the car is parked.
- The driver of the car should not transport other students to and from school unless permission has been granted from the parents/guardians of the passengers.
- There is to be no fast or unsafe driving to and from school.
- Students must have permission from the office to return to their cars.
- All cars must be locked when parked. Every effort will be made to protect the cars from pilfering; however, the students are responsible for assisting in this protection by not leaving valuables in the car and by locking it.
- All students desiring to drive to school will be required to show their driver's license and proof of insurance before they will be allowed to drive to school. Violators will be subject to a fine or disciplinary action(s).
- Students who take advantage of the privilege of driving to school and parking on school premises consent to a search of their vehicle, if requested by a school administrator, and disciplinary action if the rules are violated.

### **Wireless Telecommunication Devices**

Coyle Public Schools is a "Bell to Bell" no device school. Any telecommunication device that has its own data source is not allowed in school. The district provides technology for student use and students are expected to utilize these devices. Students are encouraged to leave wireless telecommunication devices at home. If a student elects to bring a device to school, he/she will be required to surrender the device for safe keeping during the day and may collect it at the end of the school day. Failure to comply with this will be deemed a violation of the disciplinary code and subject to discipline.