



2024-2025

**Catoosa Public Schools**  
**CATOOSA HIGH SCHOOL**  
**HANDBOOK**

## **Catoosa Public Schools**

Education Service Center  
2000 South Cherokee Street  
Catoosa, OK 74015

### **Board of Education**

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|-----------------------------------|
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Dr. Lynette Burchfield - Assistant Principal

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## ***Accidents/Injuries***

All accidents and injuries must be reported to the classroom teacher or school authorities immediately. Reports of accidents or injuries will be documented by the teacher, nurse, or other school personnel and submitted to the main office. This procedure will assist with the processing of any medical claims that may result from the accident or injury. Students feeling ill enough to miss class should report to the school nurse or other school personnel. Ill students who fail to report to the school nurse or office will be subject to “Truancy” sanctions. Students missing school because of illness issues are to submit signed documentation from a doctor.

## ***Arrival/Dismissal Procedures***

### ***School Hours***

High School Day: 7:30 a.m. - 3:25 p.m.

6:45 a.m. - Doors Open / Breakfast is Served (**Students should not arrive before 6:45a.m.**)

7:25 a.m. - First Bell Rings

7:30 a.m. - Class Begins

***Arrival:*** After students arrive at school, they are not permitted to leave school property during school hours, except in the company of an adult guardian who has checked them out through the attendance office, Tulsa Tech, or Concurrent Classes.

***Announcements:*** According to state law, the United States Pledge, the Oklahoma State Pledge, and recognition of a moment of silence is observed during announcements.

### **Bell & Lunch Schedule Monday - Wednesday**

| <b>Hour</b>  | <b>Time</b>          |
|--------------|----------------------|
| <b>1st</b>   | <b>7:30 - 8:30</b>   |
| <b>2nd</b>   | <b>8:35 - 9:35</b>   |
| <b>3rd</b>   | <b>9:40 - 10:40</b>  |
| <b>4th</b>   | <b>10:45 - 11:45</b> |
| <b>Lunch</b> | <b>11:50 - 12:15</b> |
| <b>5th</b>   | <b>12:20 - 1:20</b>  |
| <b>6th</b>   | <b>1:25 - 2:25</b>   |
| <b>7th</b>   | <b>2:30 - 3:25</b>   |

### Bell & Lunch Schedule Thursday

| Hour     | Time          |
|----------|---------------|
| 1st      | 7:30 - 8:25   |
| 2nd      | 8:30 - 9:25   |
| 3rd      | 9:30 - 10:25  |
| 4th      | 10:30 - 11:25 |
| Lunch    | 11:30 - 11:55 |
| 5th      | 12:00 - 12:55 |
| Advocacy | 1:00 - 1:25   |
| 6th      | 1:30 - 2:25   |
| 7th      | 2:30 - 3:25   |

**Early Dismissal:** It is the policy of Catoosa Public Schools to ensure students always leave school in the custody of a safe adult who is authorized to do so by a parent or legal guardian.

**Only a parent or legal guardian may designate another adult (over the age of 18) to pick up a student early from school.** Such authorization must be presented in writing and entered into the District's emergency contact database. Persons authorized by the parent or legal guardian for early pickup must be able to produce a valid, unexpired, photo identification card.

A legal guardian is automatically authorized to check his/her child out of school unless official court documents are submitted to the school's main office with instructions that restrict the parent/guardian's access to the child. Such instructions will be entered into the District's student information management system.

Adults who arrive at a school to check out a student must check in with the attendance office, sign an early release document, and provide valid photo identification. The school office staff will check the signature and photo identification against the District's student information management system to ensure the adult is authorized by the parents to have physical custody of the child. Leaving school without Administrative permission is classified as Truancy.

**Parents must call the Attendance Office to request their student be allowed to leave campus.** Permits-To-Leave will not be sent to a student's classroom. Students are expected to check-out with the Attendance Office and pick up their own Permit-To-Leave Pass. **Students who fail to check-out with the Attendance Office will have their attendance coded as Truant and will be subject to the disciplinary consequences specified.**

**Late Arrival: STUDENTS ARRIVING AT SCHOOL AFTER 7:30 A.M. MUST SIGN IN AT THE ATTENDANCE OFFICE FOR A TARDY SLIP.**

Students are to remain on campus after arriving at school until they are dismissed from school at **3:25 P.M.**

**Students leaving campus at any time (including lunch) without permission are considered truant. Students are not to leave campus during the lunch period. A student can be checked out during lunch by their parent/guardian by following the normal student checkout procedures.** Students who are guilty of leaving campus without permission will be given a disciplinary referral as detention, ISS, or up to suspension depending on the circumstances .

***Punctuality:*** It is important for students to arrive at school **on time**, so the class can begin promptly. If students arrive late, they start the day already behind in their instructional day. It can also be a disruption to the teaching/learning process.

## ***Asbestos Hazard Emergency Act***

In response to the Asbestos Hazard Emergency Act, P.L.99-5519, and EPA regulations, we have completed a three-year re-inspection of our buildings that contained asbestos building materials. As a result of our inspection, we are pleased to announce the areas that contain asbestos pose no health problems. The Management plan and the results of the re-inspection will be available for your viewing during office hours, in the Office of the Superintendent. Please call for an appointment.

## ***Assemblies***

Assemblies are a valuable learning experience. Students have a very special obligation to practice common courtesy and to show respect for others during these events. Attending assemblies is a privilege – not a right. The following rules will apply for all assemblies and talent shows:

1. Courteous attention to speakers and persons on stage will be expected of each student at all times.
2. Students will normally go to general assemblies with their class and should do so in a quiet and orderly manner.
3. NO food or drink allowed in the auditorium.
4. Students will remain seated at all times.
5. Students who are removed from an assembly program will receive consequences.
6. Students who wish to be excused from attending a particular assembly must submit a written request to the office at least 24-hours prior to the assembly.

## ***Attendance***

Prompt and regular attendance is important for success at all levels. Additionally, under Oklahoma law, parents are responsible for their child's attendance until graduation from high school or the age of eighteen. This includes tardies and early checkouts. According to Oklahoma state law, more than 10% per semester chargeable absences will be referred to the truancy officer, which can result in a visit to Truancy Court and/or Department of Human Services.

- \* Parents should notify the school office by **7:30** a.m. on the day of the absence to explain the reason for the absence.
- \* Students will be allowed to make up any schoolwork they missed. They will have one day for each day absent to make up missed class work and homework. Class work may be picked up by notifying the office staff after the second consecutive absence. Teachers will need a 24 hour notice in order to get materials ready for pickup. **Students who are verified as skipping classes will receive a zero for work they missed that day.**
- \* Absences due to suspension from school will not count toward the 90% policy.

### ***Attendance Requirements***

According to the State Law on School Attendance (70-10-105) it is unlawful for a parent of a child age 5 to 18 to neglect or refuse to cause or compel such a child to attend some school and comply with its rules. Failure to do so can result in court action. It is unlawful for a child over age 16 and under age 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in the most extreme cases.

*Please Note:* ONE HALF DAY OF ATTENDANCE IS REQUIRED TO PARTICIPATE IN ANY EVENING ACTIVITIES!!!! I.E. SPORTS, DANCES, ETC..

### ***Student Absences***

School law (70-10-106) also states the following: (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified, the school will “attempt” to notify the parent of the absence. Students who do not reside with their legal parent/guardian must have an affidavit of self-support and/or documentation of their independence on file to call in for themselves. The parent or guardian is to contact the appropriate school site when their child is absent from school. Parents of students at Catoosa High School should call 918-266-8619. District attendance policy <https://www.catoosaps.net/472052> 3.

**School-related absences for athletic and/or academic events, games, meets, competitions, etc. are limited to (10) per year.**

A student with seven (7) or more absences (all absences count) in any semester for a particular course is subject to loss of credit for said course. An absence for a class period occurs when a student misses more than 10 minutes of a class. The 10 minutes may occur at the beginning, middle, or end of the class hour. Three (3) tardies count as (1) unexcused absence, **INCLUDING** first hour tardies. **UNEXCUSED ABSENCES and TRUANCIES ARE NON-APPEALABLE**, both for course credit and for revocation of transfer purposes. **ALL ABSENCES** (excused, unexcused, with explanation) shall be included in the calculation of the seven (7) day total. Examples of excused absences may be personal illness, parent illness, attendance at a funeral, activities pre-approved by an administrator, doctor appointment, nurse office visit, religious holidays or court appointments.

## ***Absent Codes***

***Absent Excused (AE):*** These absences are validated by a phone call to the office. They will be recorded and will count against a student's perfect attendance record. However, they will not count toward the 90% day policy.

***Absent Truant (AT):*** These absences are not validated by a phone call to the office. They will be recorded and will count against a student's perfect attendance record and will count toward the 90% day absence policy.

***School Activity (EE):*** These absences will be recorded but will not count against a student's perfect attendance and will not count toward the 90% day absentee policy.

***Withdrawal from School:*** Parents should let the school know, as soon as possible, if they are moving and the student will be changing schools. Academic records will need to be prepared for the withdrawal. **Students will automatically be withdrawn from school if they have 10 consecutive full day Absent Truants.**

## ***Tardy Policies***

Tardiness to class is a disruption of the normal operation of school and will be taken seriously. All students tardy for any reason to their first hour must report to the attendance office. Students should not be admitted to their first hour without an admit from the attendance office. A student is tardy to class if he/she is not in the assigned classroom when class-time begins. Teachers are required to lock their doors when the tardy bell rings.

### **Tardy Consequences**

1st tardy: Verbal Warning

2nd and 3rd tardy: parent/guardian contact and detention assigned by the teacher

4th tardy: admin referral and detention assigned

5th or more tardy: admin referral and additional consequences

## ***Backpacks***

Students will be able to carry their own backpacks during classes. Students will be responsible for the contents of their backpacks and expected to comply with all school rules. These backpacks will be carried for the entirety of the school day and not placed in a locker, due to lockers not being available. Contents should include only those items that are used for school appropriate activities. Backpacks are subject to search by school officials and/or campus police.

## ***Bullying Protection Act***

Oklahoma Statute has established the [School Bullying Protection Act](#)

The Board of Education recognizes that intimidation and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation and bullying. The Act defines the

term “Bullying” as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal, electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student;

- “At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events;
- “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer; and
- “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Physical Bullying includes harm or threatened harm to inflict bodily harm or property damage through verbal or written speech or gestures. Common acts include tripping, hitting, pushing, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon or other acts of violence.

Emotional Bullying includes the intentional infliction of harm to another’s self-esteem, including insulting or profane remarks or gestures, harassing and frightening statements.

Social Bullying includes harm to another’s group acceptance including 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. Also intentional planning or implementation of acts of public humiliation undermining current relationships, the false or malicious spreading of an untrue statement or statements that exposes the victim to contempt or ridicule or deprives the victim of the confidence or respect of student peers.

Cyber Bullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved it is plain and simply cyber-harassment or cyberstalking. Adult cyber-harassment or cyberstalking is never called cyber-bullying.

Sexual Bullying includes harm by making unwelcome sexual comments, vulgar, profane, or lewd comments, drawings, or graffiti about the victim. Gossiping or spreading false rumors, either written or verbal, about a student’s sexual life or threats of force to commit sexual acts. It can also include off-campus dating violence that adversely

affects the victim's school performance, attendance or behavior. Students and staff alike are encouraged to inform appropriate school personnel if they are the victim or witness to acts of harassment and/or intimidation.

The building's Safe School Committee shall work with staff and students to create a safe educational environment at their school site. Parents are encouraged to work with these committees and with building staff and administration as well as their children to create positive educational experiences for all children. School programs are ongoing to educate both students and staff for improvement in this important area of student conduct and school climate.

Hazing and Initiations are any activities that endanger an individual's mental or physical health, which are required for initiation or entrance in any group and are prohibited.

Assault Oklahoma School Law, Section 826. Assault is a violent attack, a threat or attempt to harm another physically. The carrying out of threatened physical harm. In the event of such action the event will be turned over to Catoosa Public Schools campus police, and then forwarded to local and/or county authorities.

### ***Staff Intervention***

Intervention is expected from staff members who observe or become aware of an act of bullying and take immediate, appropriate steps to intervene - unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administrator or counselor for further investigation.

### ***Students and Parents***

Students and parents are to report bullying as expected by the district. When they become aware of an act of bullying it is to be reported to the school principal, assistant principal, counselor, or teacher for further investigation. Any student who retaliates may be subject to the same consequences listed.

### ***Investigation***

Investigation will be handled by the principal, assistant principal, counselor, or teacher and the parents of both the aggressor and the victim will be contacted. Both students will be interviewed and the issue investigated. This investigation may include interviews with students, parents, and school staff; review of school records, and identification of parent and family issues.

### ***Consequences/Intervention***

Consequences and interventions for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion up to the current semester and following semester. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents.

## ***Cafeteria***

Breakfast and lunch will be prepared on campus for students. Cost of lunch and breakfast will be posted at each site and publicized prior to the beginning of school. **Parents/guardians and guests are not permitted to visit their student during breakfast or lunch.**

In order for the cafeteria to be a clean, orderly place where students want to come, the following rules must be observed: (1) keep your place in line, (2) cafeteria food and drinks stay in the cafeteria, (3) pick up after yourself, and throw away your rubbish.

Students are to pay for their breakfast and lunches using their account number. Money can be placed in a student's account via [My School Bucks](#), or students can give money to put on their account in the cafeteria. Students may need to charge a meal occasionally. This means the student's account is placed in the negative. An alternative meal will be provided if the account is charged too many times. Student cafeteria Accounts Balance owed must be paid before the last day of school. More information about My School Bucks is available at [catoosaps.net](http://catoosaps.net) or by clicking on this link [My School Bucks](#).

*Applications for reduced or free meals for students may be obtained from any building office, at any time.*

Refunds from a student's prepaid cafeteria account will be made upon parental request (\$3 minimum). Such requests will be processed through the school board. If no request is made, the prepaid amount will be carried over to the next school year.

If the student leaves the school district without requesting a refund and the amount is \$3 or less, the money will be used as a donation to the child nutrition program. If the amount is more than \$3, after a request is processed, the money will be forwarded to the known address of the student.

## ***Closed Campus***

The halls are closed to students during lunch. During lunchtime, students should be in the cafeteria, cafe, or designated areas. No food or drinks are allowed outside of the cafeteria or cafe. Students are not allowed to be in the parking lot during the day, including lunch times. Catoosa Public Schools has a policy of a closed campus for lunch. **Students are not to leave campus during the lunch period. A student can be checked out during lunch by their parent/guardian by following the normal student checkout procedures.** Students are reminded that no visitors are allowed in the hallways, classrooms, cafeteria or parking lot during school hours. Parents bringing items to students during lunch or anytime of the day must sign in through the office.

## ***Cafeteria/Commons Area Behaviors***

All students are expected to conduct themselves in a mannerly and orderly fashion while in the cafeteria and/or commons area. Please abide by the following rules during breakfast and lunchtime so that everyone's lunch will be pleasing, comfortable, relaxing, and expedient:

- Students are to put their trash in the trash cans
- Students are to keep food and condiments in their proper place
- Students are to take their place at the END of the lunch line
- Students are to pay for all items
- Students are to leave backpacks and large purses outside of the serving line
- Students are to remain in the cafeteria, café area of high school, or Twist Center concession area until dismissed by a teacher or the bell.
- Students are not to enter a classroom with any food or drink

## ***Campus Conduct and Cleanliness***

The conduct of students and the appearance of the school campus give lasting impressions to visitors as to the quality of the school program and the character of the students. Litter and disruptive behavior create health and safety hazards for all who attend or visit CHS.

- All food and drink are to be consumed in areas designated for eating
- Trash is to be disposed of in the trash cans provided for that purpose
- Students are expected to clean up after themselves
- Vending machines are to be used before and after school and at lunch time

***We encourage all students to show pride in our school campus!***

## ***Cheating/Academic Dishonesty***

Cheating at CHS is considered an act of intent to gain or give information/knowledge for or during an assignment, test, quiz, examination, etc. The minimum penalty for the act or intent of cheating will be a zero (0) for that assignment, test, quiz, or examination. At teacher discretion, an alternative assignment, test, quiz, etc. may be assigned by the teacher. Students engaging in multiple and/or repeated incidents of plagiarism and/or cheating, including, but not limited to: stealing other students' work, copying/pasting from source material, using electronic

devices during an exam, or other action deemed dishonest, shall be subject to sanctions and disciplinary action to be determined by the Administration based on the totality of circumstances, and extent of the Academic Dishonesty.

## ***Class Scheduling***

No schedule change requests from parent/guardian or student will be made after the first ten (10) days of each semester. If a parent/guardian or student believes that a change is needed, the student's counselor needs to be notified before the 10th day of school for each semester. Parents/guardians must approve any schedule change via call, email, or school paperwork before a schedule change is made. Any schedule change made after the 10th day of the semester has to be approved by an administrator. Schedule changes are only permitted in rare circumstances. Schedules are developed by the counseling department. All students will be enrolled in seven academic hours. Seniors are required to attend and work in all courses in which they are enrolled. Truancy or academic laziness is not an excuse for students who believe they do not need graduating credit for a particular course.

## ***Clubs and Organizations***

Information regarding CHS students clubs and organizations can be found on the link below.

[CHS Clubs and Organizations List](#)

## ***Concurrent Enrollment Policy***

Catoosa High School encourages students who qualify to consider Concurrent Enrollment as an option for gaining credit at Catoosa High School. Courses can be completed for dual credit through any institution of higher learning. To be considered for concurrent enrollment, the student must have taken the college entrance exam (ACT or SAT) and have the scores reported to the high school. These scores must meet minimum entrance requirements as well as the minimum requirements for enrollment in the subject requested as published by the college where admission is sought. Permission will not be granted for students who do not qualify based on the information provided to the high school.

Students must arrange to take the classes during the early morning or in the late afternoon or evening. Catoosa High School allows students to take two classes concurrently and must take 4 classes at the high school. If only taking one course concurrently, then the student must take 5 classes at the high school. In either case, one non-credit hour is allowed to travel from the college back to the high school.

Students who drop a concurrent class for any reason or students who fail any concurrent enrollment class may not be allowed to continue in the concurrent enrollment program. Students are encouraged to apply early so the available classes for concurrent enrollment do not fill up at the college. Generally, a student will have to take a Monday, Wednesday, Friday course in order to return to the high school on time. Science courses with a lab should

be carefully considered since the lab may require additional time and will make it difficult to return to the high school in time for classes. See the counselor for a list of approved courses.

## ***Congregating and/or Loitering***

Students will be encouraged to move directly from one class to another during the scheduled school day.

Congregating and loitering in the halls, at lockers, around or in restrooms, in the parking lot, or in other areas of the building or campus is disruptive to the educational process and is not permissible.

Students should arrange to exit the building prior to 4:00 P.M. unless they are under the direct supervision of a teacher and/or sponsor. Students waiting for transportation must wait in/near the front entrance of the building. Students found to be in unauthorized areas of the building after 4:00 P.M. for non-academic or non-school related activities will be identified as trespassing and will be disciplined under that category of the discipline plan.

## ***Contraband/Confiscated Items***

Confiscated items may be picked-up by the parent/guardian, at the discretion of the Administration. Items which are deemed to be **weapons, hazards, illegal**, etc. will NOT be returned. This includes, but is not limited to: knives, lasers, tasers, sharpened objects, illegal substances, tobacco, vapes, alcohol, and other such items.

**CATOOSA PUBLIC SCHOOLS, ITS FACULTY, STAFF AND EMPLOYEES ASSUME NO RESPONSIBILITY NOR LIABILITY FOR LOST, MISPLACED, OR STOLEN ITEMS**

## ***Computer Loan Policy***

### **School Technology - Provided by Catoosa Public Schools (CPS)**

Chromebooks and iPads are intended for use at school each day. Students must bring a fully charged Chromebook or iPad to all classes.

### **One-time Device Fee (includes insurance)**

There will be a **one-time, per-device** usage fee for the *current school year*. This one-time, per-device charge *now includes insurance*. The student must pay the one-time, per-device fee in full before CPS gives a device to a student.

There is a multi-student discount. The cost of the fee (with insurance) is:

- **Chromebook**
  - \$30 for the first student
  - \$25 for the second
  - \$20 for third, fourth, fifth. . .

- **iPad**
  - \$15 for the first student
  - \$10 for the second student
  - \$5 for the third, fourth, fifth. . .

## **Insurance (included in Device Fee)**

Insurance is now included in the Device Fee! However, there are exceptions. For example, insurance will not cover if the device is damaged intentionally.

Insurance will only cover the first **TWO** repairs. Any repair beyond that will be at the students' or parents' expense.

The repair cost depends on what is damaged and if it is repairable.

- Broken Display - \$50
- Broken/Missing Key - \$10
- Broken/Missing Display Bezel - \$10
- Broken beyond repair - \$350 total replacement cost

## **Privacy and Internet**

Catoosa Public Schools has a Firewall and Web-Filtering service in place. CPS will always maintain these services continually. The following are the responsibilities of the students when using school-issued devices:

- Do not open any attachments that you are not sure where originated
- Do not download anything without permission
- Do not attempt to circumvent the CPS Firewall or Web-Filtering using a VPN or any other application
- Do not use a USB Drive; all documents and schoolwork can be saved to your school-issued Google Drive.

CPS will provide Internet access to all students on their school-issued devices only while at school

- Students may not connect non-school-issued devices to the WiFi or any Internet connection that belongs to CPS.

Catoosa Public Schools will provide each student with a Google account for educational purposes only. This account includes email and Drive storage.

- The only email account students can access while using a Chromebook or iPad will be their school-assigned email account.

- All CPS-owned email accounts and Google Drives are not for personal use and may be reviewed at any time and without notice.

## Using Your Chromebook or iPad at Home

Students may take Chromebooks and iPads home each day, provided that:

- The usage fee has been paid
- The “Student Technology, Internet, and Acceptable Use Agreement” is signed

## Care for Your Chromebook, iPad, & Accessories

- Students will use the Chromebooks and iPads responsibly, safely, and respectfully.
- Students are responsible for the general care of the Chromebook, iPad, and all accessories issued by CPS.
- If the Technology Department determines that a school-issued device is continually mistreated, the student may lose the privilege of taking a device home.

## Acceptable Use

The school’s information technology resources, including email and Internet access, are provided for educational purposes only. Adherence to the following is necessary for continued access to CPS technological resources.

- **Students must:**
  - Respect and protect the privacy of others.
  - Use only assigned accounts.
  - They may not view, use, or copy passwords, data, or information for which they are not authorized or have permission.
  - Must not distribute private information about others or themselves.
  - Observe all network security practices.
  - Report security risks or violations to a Teacher or Principal.
  - Communicate only in kind and respectful ways when using a school-issued device.
  - Report threatening or discomfoting materials to a Teacher or Principal.
  - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct.
    - Pornographic, threatening, rude, discriminatory, offensive, or intended to harass
  - Not intentionally access, transmit, copy, or create illegal material

- Obscenities, stolen materials, or illegal copies of copyrighted works
- Do not use CPS resources to further other criminal acts or violate the school's code of conduct.

## **Supervision and Monitoring:**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that students are secure and conform to this policy. CPS reserves the right to examine, use, delete, and disclose any data found on the school's information networks or any device to further the health, safety, discipline, or security of any student or other person or to protect property. CPS also has the right to use this information in disciplinary actions and will furnish evidence of a crime to law enforcement.

## ***Counselors***

Each guidance counselor assists students by strengthening their academic goals, creating positive social relationships, and building solid aspirations for the future. Since the high school years are the building blocks for college, all students are encouraged to utilize their counselors.

Students needing to see their counselor should email the counselor's office. The counselors will send for students when they are available.

Even though the guidance counselors do not function as private therapists, they are available to counsel students in crisis situations. Students may also be referred to outside organizations.

If a parent/guardian believes his/her child is in need of special services on an ongoing basis, he/she may contact the counselor for information regarding services in the community.

## ***Course Work and AP Credit***

All coursework, including, but not necessarily limited to: readings, writings, quizzes, tests, exams, projects, presentations, and homework, is to be completed and submitted in the manner prescribed by the course instructor. All submission deadlines and formats determined by the course instructor must be adhered to. Failure to meet the deadlines and guidelines as designated by the course instructor will result in a zero (0) for that piece of work. Teachers are **not required** to accept late work, unless at their personal discretion or classroom policy. Students are encouraged to communicate with their teachers any extenuating circumstances which may impede the student's ability to meet the instructor's requirements. Students may make-up classwork-for-credit missed due to Excused or School Related absence(s) within the timeframe established. **AP STUDENTS WILL SIGN A YEARLY CONTRACT AND MUST TAKE THE AP EXAM TO RECEIVE AN AP ON THEIR TRANSCRIPT.**

# ***Crisis Plans***

Should an emergency or disaster situation arise while school is in session, Catoosa Schools have made preparations to respond effectively to such situations and to care for all students.

The district has a detailed emergency operations plan which has been developed with the assistance of our police and fire departments to respond to a variety of issues including a major catastrophe. During an emergency crisis, the District will do everything it can to protect your child and to communicate with all parents as quickly as possible.

In a crisis, a parent's first instinct is often to call the school or come to the school to get their child. This is not in the best interests of you or your child. Our focus will be on the immediate safety needs of students and staff, and District staff will not be able to work with individual parent calls and concerns.

## ***Parent/Guardian Instructions during an Emergency***

To assist us deal with an emergency crisis as efficiently and effectively as possible, please read and cooperate with the following instructions carefully:

- A. Please do not telephone the school and tie up lines needed for emergency communication.
- B. Please do not come to the school during an emergency or crisis.
- C. During an emergency, we must know where every student is at all times, and students will be kept at their school until the emergency passes, and it is safe. Once it is safe, students will be dismissed using the normal transportation and dismissal procedures, or parents and guardians will be allowed to pick them up. Students will be released only to their parents or guardians.
- D. The District will notify the media of the situation and use them to pass on parent information and instructions.
- E. The District may use an automated phone system to call all parents with information. To ensure that you receive such a telephone call, please make sure that the school has your current phone number on record.
- F. Please discuss these matters with your child and immediate family and plan ahead to understand what you should do during an emergency. Impress upon your student the need for them to remain at school and to follow the directions of school personnel in times of an emergency crisis.

## ***Transportation***

The decision to cancel school, change the time school starts or ends, or keep students at school will be based upon the nature of the emergency crisis including the time of day, the weather, and the ability to transport students.

If an event takes place while students are being transported which limits further transportation (for example, emergency siren goes off or roads are closed), students already on the bus will remain under the supervision of the driver and school staff. The driver will communicate through the radio with bus and district personnel. Bus drivers will make every attempt to deliver students to their bus stops safely but may have to take students to the nearest school to be housed safely. On the way to school, any child not yet on the bus remains the responsibility of the

parent or guardian.

### ***Hazardous Release (Chemical Spill) Near the School***

In the event of a hazardous release at the site, the following procedures will be followed:

- A. Shelter-in-Place procedures will be implemented.
- B. All students and staff will move inside and report to their rooms.
- C. Efforts will be made to prevent outside air from entering classrooms.
- D. Students arriving at school during the event report to the school office or a designated area because classrooms will be inaccessible.

### ***Lockdown***

If site administrators enact a site lockdown, the following procedures will be implemented:

- A. No one will be allowed in or out of the school site.
- B. Students and staff will be held in a secure area.
- C. The police will have control of the school site and will control all access.
- D. When the incident is over, an “All Clear” signal will be given.

## ***Critical Race Theory- HB1775***

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the “Prohibited Concepts”):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual’s moral character is necessarily determined by his or her race or sex.

- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

### ***Parent Right to View and Inspect Instructional Materials***

Parents and legal guardians of students shall have the right to inspect curriculum, instructional materials, classroom assignments, and lesson plans to ensure compliance with this policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma’s Open Records Act.

### ***Reporting and Complaint Procedure***

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

- (1) be submitted in writing;
- (2) be dated;
- (3) contain the handwritten or electronic signature of the complainant;
- (4) identify the date(s) the alleged discriminatory act occurred; and
- (5) explain the alleged violation(s) / discriminatory conduct and how Section 24-157 or an administrative regulation thereto has been violated.

While not mandatory, a complainant is encouraged to also identify witnesses to the alleged violation(s) / discriminatory conduct so that such witness(es) can be interviewed by the district.

To view Catoosa Public Schools Critical Race Theory in its entirety, please visit the Administration Office located at 2000 South Cherokee Street.

## ***Dress Code***

The operation of a public school is not intended to provide an open opportunity for the uncontrolled expression of individual preferences of fashion. Students are expected to dress properly and modestly to reflect a neat appearance that is acceptable to the orderly operation of the school. Dress code applies to the entire student body.

Students' attire should be reasonable, modest, and within the constraints of reasonable rules and appropriate standards. It is expected that each student's attire, hygiene, and grooming promote a positive, safe, healthy environment.

The following items are not permitted:

1. Items that promote or display tobacco, beer, or alcoholic beverages, drugs or drug paraphernalia, violence, vulgarity, sexual implications, profanity, or bullying are prohibited.
2. Fishnet, bare midriffs, low cut necklines or racer back tops and dresses are not allowed.
3. Students cannot wear tank tops, muscle shirts, or shirts with the sleeves cut out. Sleeveless shirts with finished arm holes and modest arm openings may be worn.
4. Articles of clothing worn below the waist such as leggings, jeggings, spandex, pants, yoga pants, shorts, skirts, etc., must be worn in an appropriate manner for the school day and school events. Shorts, skirts, dresses, holes in pants, etc. must be below fingertip length.
5. Wearing pants below the waistline (sagging and bagging clothes) or wearing caps, bandanas, handkerchiefs, shoestrings or items associated with gang related behavior are not permitted.
6. No undergarments are to be visible. Clothing that is sheer, sheer lace, or revealing is not allowed. This includes holes, rips, or tears in both shirts and pants..
7. Button type shirts or blouses unbuttoned past the top two buttons unless another suitable garment is underneath.
8. Pajama-type outfits and form fitting clothing are inappropriate and not to be worn to school.
9. No blankets allowed.
10. Students must wear appropriate footwear at all times.
11. Hats, hoodies, beanies etc. worn inside the building should not cover the student's face. Also, each teacher has discretion to allow these items to be worn in the classroom.

Building Administrators will have total authority for the interpretation of the dress code to all students. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation. Please take a moment to screen your child's wardrobe and discuss which items will be worn to school.

## ***Discipline and Consequences***

The fact that something is not specifically listed or addressed in this document is not a valid excuse for conducting one's self contrary to, or in a manner not complementary to, or respectful of, the intent outlined by this policy. Students who elect not to conform to the procedures, policies and guidelines set forth will be subject to appropriate interventions, disciplinary actions and/or sanctions commensurate with the totality of the

circumstances as provided.

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 or out-of-school suspension.

### ***Consequences for Violating School Behavior Policies & Practices***

#### ***AM or Lunch Detention (AMD or LD)***

AM or Lunch detention will be assigned by the administration or teachers for discipline or tardies. Detentions will be held daily. Failure to attend will result in further disciplinary action.

#### ***In School Suspension (ISS)***

ISS was created as an alternative to out of school suspension for students who have violated the code of conduct outlined in the student handbook. Our belief is that ISS will provide a safe, alternate learning environment for students to work at correcting their behavior so they can be productive in the regular classroom and not disruptive to the learning environment. Students will work and complete assignments assigned to them from their regular teachers. Students will not be counted absent from their regular class.

#### ***Out of School Suspension (OSS)***

Students may be subjected to suspension out of school. Suspensions will be either short term (ten (10) days or less) or long term (beyond 10 days and up to one year for certain offenses according to federal law). Suspensions will be determined by the building principal.

#### ***Short or Long Term Suspension***

The parent will be notified of suspensions both by phone and written notice when possible. Depending on the length of the suspension, a suspension notice may be sent by certified mail. When parents can't be reached, the student will be held in ISS the remainder of the day. Accommodation may be made to complete academic work in core classes during the length of the suspension. Parents and students have the right to appeal the principal's decision to impose any out-of-school suspension.

#### ***Procedure of Appeal for Long Term Suspension***

For long-term out-of-school suspensions, an appeal must be presented to the Superintendent of Schools by letter within five calendar days after the principal's decision is received by the parent or student. If the parent or student disagrees with the Superintendent's decision, then an appeal must be presented to the Board of Education by letter to the Superintendent of Schools or to the clerk of the Board within five days after the superintendent's decision is received by the parent of the student. The decision of the Board of Education is final and cannot be appealed. Long term suspensions are in excess of 10 days.

**STUDENTS WHO ARE GIVEN OUT-OF-SCHOOL SUSPENSION ARE NOT TO BE ON THE SCHOOL GROUNDS WHILE THEY ARE SUSPENDED.**

### ***Student Privileges While Under Out-of-School Suspension (Short/Long Term) or Under Other Disciplinary or Correctional Measures.***

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

"Extracurricular activities" includes, but is not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band and all other school sponsored activities and organizations.

### ***Suspension for Special Education Students***

For suspension of over ten days for the special education student, additional procedures should be followed: Schedule an individualized education program team meeting to determine if the student's behavior is the result of the handicapping condition. When the behavior is related to the handicapping condition, and a change in program or removal from the current program is recommended, the individualized education must be revised to reflect the change in placement. The school must provide an alternative program i.e. individualized education program revision, home-based, etc. When the behavior is not related to the handicapping condition, the procedures established for regular students should be followed. However, any long-term change in the student's current school program should be recorded in the individualized education program.

### ***UNACCEPTABLE BEHAVIORS***

Students may be suspended out of school, or receive other disciplinary actions, for disrupting the educational process and any of the following behaviors at school, while on school vehicles or going to or from or attending school events:

1. Arson
2. Attempting to incite or produce imminent violence directed against another person because of his/her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing to allow to be transmitted, any telephonic, computerized or electronic message OR by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed any message or material.
3. Cheating and plagiarism.
4. Conduct that threatens or jeopardizes the safety of others.
5. Extortion
6. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.

7. Failure to comply with state immunization records.
8. False reports or false calls.
9. Fighting, forgery, or gambling.
10. Hazing in connection with any school activity.
11. Inappropriate behavior, gestures or public behavior.
12. Indecent exposure.
13. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (1) assault and battery; (2) damage, destruction, vandalism or defacing any real or personal property; *or* threatening, by work or act, the acts identified in (1) or (2).
14. Obscene language, Physical or verbal abuse. Possession of obscene materials (pornography).
15. Possession of caustic materials.
16. Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc).
17. 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.
18. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
19. Theft, Threatening behavior (written, verbal or physical).
20. Use or possession of tobacco or E-cigarettes in any form.
21. Use or possession of missing or stolen property that is reasonably suspected to have been taken from a student, a school employee, or the school.
22. Using racial, religious, ethnic, sexual, gender or disability-related epithets.
23. Vandalism.
24. Vulgarity.
25. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations.
26. Willful damage to school property.
27. Willful disobedience of a directive of a school official.

## ***Electronic Personal Wireless Devices***

The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, laptops, recorders, etc.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. (“private areas”). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

## ***Students***

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight throughout the entire school day. No student will be permitted to access his/her personal wireless device during the school day except with teacher permission due to an emergency.

Students who violate the above policies could have their personal wireless device confiscated. If the device is confiscated it will be returned at the end of the school day before the student leaves campus or returned to the student's parent/guardian. Students could also be subject to other disciplinary action.

Students may not use any personal wireless device to:

- send or receive answers to test questions;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

Warning: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

Catoosa High School policy limits the use of wireless communication devices/earbuds by students in the classroom according to the individual teacher's rules. Students in violation of a teacher's policy may be subject to disciplinary procedures and confiscation of the device/earbuds. Students are **REQUIRED** to hand over any such devices to a school employee when instructed to do so. No wireless communication devices, headphones/earbuds are to be worn/used in the hallways or auditorium due to the safety of the student. Students in violation will be subject to disciplinary procedures and confiscation of the items. ANY OF THESE ITEMS BROUGHT TO SCHOOL IS AT THE STUDENT'S RISK.

**CATOOSA PUBLIC SCHOOLS, ITS FACULTY, STAFF AND EMPLOYEES ASSUME NO RESPONSIBILITY NOR LIABILITY FOR LOST, MISPLACED, OR STOLEN ITEMS.**

## ***Elevator Usage***

**THE ELEVATOR IS FOR EMPLOYEE/GUEST USE ONLY.** If a student needs to use the elevator for medical or other special reasons, this is accepted. Unauthorized use of the elevator may result in discipline measures.

## ***Emergency Procedures***

Each building principal is expected to provide proper instruction for emergency procedures for their individual building at the beginning of each year. Emergency drills are conducted regularly. Students should become familiar with posted evacuation procedures for all rooms which they may occupy during the course of regular school day.

## ***Extracurricular Activities***

Catoosa High School offers a wealth of extra-curricular athletic, academic, and performance related activities. Students are encouraged to try-out a variety of activities to broaden their high school experience. Studies have shown that students are more successful in school when they are part of a team, sport, or other activity.

### ***Random Drug Testing***

The Catoosa Public Schools Board of Education has put into place a drug testing policy. This policy is intended to protect the health and safety of students participating in extracurricular activities. This policy is intended to help set examples for all other students of Catoosa Public Schools and will give our students another reason to avoid those circumstances where “peer pressure” could lead to bad decisions.

The purpose of this policy is to prevent alcohol and illegal drug use, to educate students who participate in extracurricular activities as to the serious physical, mental, and emotional harm caused by alcohol and or illegal drug use. Illegal drugs will be defined as any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law.

The drug testing policy will include any student, grades 6-12 who is involved in school activities where competition is governed by the Oklahoma Secondary Schools Activities Association. This includes all participants in athletics, band, choir, academic competitions, etc. Before a student may participate in any school sponsored activity he/she will be required to submit to a urine analysis and physical examination prior to the start of the season or within one week after the first day of classes at the beginning of the school year. The cost for the drug screen has been set at \$20.00 per student. The \$20 will be paid at the initial drug testing date. Drug testing will be conducted by Catoosa High School personnel. Each student will be notified by their coach as to the time and place of the testing. No student will be allowed to participate until a drug test is completed. The mandatory test is taken at the beginning of the school year, subsequently random drug testing will be conducted once each week over the course of 38 weeks. The drug testing company will choose at random eight names each week to participate in the random testing. These names will be sent to the activities office, and those students will be tested again.

Should a test be positive, there will be a confirmation by a second test of the same specimen. If the sample has a positive result again, the athletic director and or principal will be notified. The student and guardian will then be called for a conference.

***First Offense*** - Suspension from participation in extracurricular activities for 30 school days. This can be reduced to 15 days after completing drug/alcohol abuse counseling.

***Second Offense*** - (In the same school year) Complete suspension from participation in all extracurricular activities for 18 weeks.

***Self-Referral*** - As an option for a first offense only, a student may self-refer to the principal, athletic director, or coach/sponsor before being notified of a violation or being asked to submit to a drug or alcohol test. A student may be allowed to remain active in activities once the following conditions are met:

- A conference is held with the principal, athletic director, and parent/guardian.
- An alcohol or drug use test is provided by the student and is not positive.
- A participation commitment by the student and parent for 4 hours of substance abuse education/counseling is provided to the school.
- No student may participate until a drug test has been completed. Should a student refuse to submit to an alcohol/drug test, or fail to complete the test in the allotted time, that student will not be allowed to participate in any extracurricular activity for 18 school weeks. If a student leaves the area during the drug test, without permission, that would be considered tampering with the test and disciplinary action will be taken that can include suspension for a semester or the full year from activities.

Many schools in Oklahoma now require drug/alcohol testing before allowing students to participate in extracurricular activities. The schools find that community support is overwhelmingly in favor of the testing procedures and what they can do for their children. Use of any communication device during drug testing will be considered tampering with the test. Disciplinary action will be taken and students will be suspended from extracurricular activities up to a semester or a full year. It will be considered a positive result.

### ***ELIGIBILITY***

All Oklahoma Secondary School Activity Association requirements for participation in extracurricular activities are included as part of this policy. School groups affected by extracurricular activity regulations are defined in the Oklahoma Secondary School Activities Association Constitution and Rules. Participation in school sponsored extracurricular activities shall be contingent upon the student fulfilling the following:

- **STUDENTS MUST BE PASSING ALL SUBJECTS IN ORDER TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY.**
- **THIS POLICY CAN BE USED FOR SOME SCHOOL ACTIVITIES AND CERTAIN FIELD TRIPS.**

- **PER THE OSSAA RULE 2: A STUDENT WHO HAS NOT ATTENDED CLASSES NINETY PERCENT OF THE TIME FOR THE SEMESTER IN A SCHOOL DISTRICT BECOMES INELIGIBLE.**

For the purpose of this policy, grades are to be recorded by the classroom teacher at least 2 grades per week and updated weekly if at all possible. Eligibility will begin in the third week of the semester.

A student who has failed to maintain the required grade will be first placed on ACADEMIC PROBATION for a period of one week following the failure to maintain his/her grades. Each student on academic probation will be notified. The student will be given one week to correct the deficient grade(s) or be declared ineligible to participate for the following week's activities if failing in any class. A student will not be allowed to be on probation for two consecutive weeks.

### ***SEMESTER ELIGIBILITY***

A student must pass five courses at the end of the semester in order to be eligible during the next semester. A student who has not passed six (6) courses at the end of the semester will be ineligible for the first six weeks of the next semester. If a student is passing all classes at that time, he/she will then become eligible to participate.

## ***Family Educational Rights and Privacy Act (FERPA)***

Educational or school records include all materials directly related to a student that a school maintains. To carry out their responsibilities, school officials and designated employees will have access to student education records for legitimate educational purposes. A record of access will be kept to identify all such individuals who access student records. Records and notes maintained by, for example, a teacher, administrator or school nurse for his or her own use, and which are not available to anyone other than a substitute, are exempted from the definition of educational or school records.

Types of records kept include: Cumulative School Records (includes: grades, attendance data, immunization, testing results, and school activity), Health Records, School Transportation Records, Speech Therapy Records, Transportation Records, Speech Therapy Records, Transportation Records, Special Education and Psychological records.

The building principal is designated as the legal custodian of all records kept in their respective building. All other student records kept in the administration building are the responsibility of the Administrative Assistant and Director of Special Services.

### **Parents Right-To-Know Policy**

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

3. The baccalaureate degree major of the teacher's records, if not amended and any other graduate certification or degree held by the teacher, and the field of discipline of the certification of degree.
4. Whether or not a child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request for the school to provide to each parent:

1. Information on the level of achievement of their child in each of the State's academic assessments as required under NCLB.
2. Timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format to the extent practicable proficient in a language that the parents can understand.

### ***Directory Information***

The Catoosa School District proposes to designate the following personally identifiable information contained in a student's record as "directory information", disclosing that information without prior written consent". The following information may be disclosed about the Student: name, parent's name, address, date of birth, class designation, extracurricular participation, achievements, awards, honors, weight, height, photographs, and school district attended before enrolled in Catoosa Public Schools.

After the parents or eligible student have been notified, they will have two weeks to advise the School district in writing (a letter to the Office of the Superintendent of Schools) of any or all the items they refuse to permit the District to designate as directory information about the student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the district will designate as directory information about the student.

### ***Field Trips***

Any student with permission to attend a class or organization field trip will be under the same discipline guidelines as if he/she were in regular attendance at school for that day. All organizations' sponsors have to have a list submitted to the office forty-eight (48) hours prior to the trip. All outside sponsors are required to submit their ID through the school check-in system to be eligible to attend. Students who ride the bus to any activity must return on that same bus unless their parents are there and personally relieve the sponsor of any obligation for the student. The sponsor must personally speak to the parent and at his/her discretion, may let the student go.

### ***Fines and Charges***

All CHS students are expected to pay all financial obligations in a timely manner, including, but not limited to: cafeteria and meal expenses, class dues, and any other account holds placed by teachers or administrators.

## *Forgery*

The act of falsifying teacher/administrator signature or information on official school records, hall passes, documents, or any items requiring staff signatures is not tolerated. Any student who forges a teacher, administrator, or parent signature will face disciplinary consequences up to out-of-school suspension.

## *Gifted Students*

Catoosa Public Schools will provide a differentiated educational program for those who excel in general intellectual ability and or exhibit outstanding talent in the areas of leadership, visual or performing arts. Any student scoring at the 97% or above on I.Q. and or achievement testing will be screened for nomination and subsequent testing for possible placement in the program. Other sources of referral for consideration of placement shall include: nomination by professional, parent, peer, self, work samples, checklists, rating interviews, scales, and inventories. The gifted students placement team will determine the most appropriate program options(s) to be followed as outlined in the district Policy for Gifted/Talented. More information about the Gifted Program can be obtained from the school counselor or special services department.

## *Grading/Progress Reports*

The Catoosa Public School's grading system is based on letter grades with numerical values as specified below: The following grading scale was approved by the Board of Education and does not adjust any letter grades on grade reports previous. A=100-90, B=89-80, C=79-70, D=69-60, F=59 AND BELOW. Information regarding a student's progress is available 24/7 via the student or parent portal. Grades are posted at the end of each semester making two grading periods per year with progress reports posted periodically during the semester. Parents may contact the district administration building to request a username and password.

## *Graduation Requirements*

Catoosa High School is a four-year comprehensive secondary school. **Twenty-Four (24) units in grades 9, 10, 11, and 12 are required for graduation.** The maximum amount of credits that may be earned in one semester is 3.5. One-half credit is earned for each semester successfully passed in a class.

### **The following are required Graduation Requirements:**

4 units Language Arts: English I, English II, English III, and English IV

3 units Social Studies: Oklahoma History (.5), US History, World History, and Government (.5)

3 units Science: A Physical Science, Biology I and one lab elective Science

3 units Math in high school: Algebra I, Geometry, Algebra II, Algebra III or PreCalculus

*\*4 Units of Math in high school starting with the class of 2030.*

1 unit Fine Arts or Speech (*\*subject to change with new legislation*)

Completion of Financial Literacy, proof of CPR training, and completion of ICAP requirements

**Additional required classes for the College Prep/Work Ready Curriculum:** 2 units of the same Foreign or non-English language or Computer Technology and 10 electives; and complete all mandated testing.

*\*Foreign language language and Computer Technology requirements could change with new legislation.*

### ***Grade Level Classification***

**Freshman ..... 0 - 4.5 credits**

**Sophomore ..... 5 - 10.5 credits**

**Junior ..... 11 - 16.5 credits**

**Senior ..... 17+ credits**

### ***Determination of Class Rankings/Honor Graduates***

In order to increase the incentive for students to enroll in and complete higher level and enriched curriculum courses, the Board of Education is authorizing that the following grade-weighting adjustments be adopted and added to the existing grading procedure.

All classes will continue to be graded on a maximum grade point level of A=4, B=3, C=2, D=1, F= No Credit.

Graduating seniors shall be ranked within the graduating class on the basis of grade point averages for the four year program excluding the last semester of the senior year.

Extra honors points shall be awarded by enrolling in the following AP/Honors Classes, passing both semesters, and taking the AP exam if enrolled in AP classes.:

|   |                                  |
|---|----------------------------------|
| 9 <sup>th</sup> Grade                     | Honors English 1                 |
|   | Honors Science (when available)  |
|   | Honors Geometry (when available) |
| 10 <sup>th</sup> – 12 <sup>th</sup> Grade | Honors English 2                 |
|   | English 11/Advanced Placement 3  |
|   | English 12/Advanced Placement 4  |

Environmental Science / Advanced Placement  
US History / Advanced Placement (when available)  
Honors World History (when available)  
Algebra III Honors (when available)  
Pre-Calculus / Advanced Placement  
Geometry Honors  
Calculus/Advanced Placement (when available)  
Chemistry/Advanced Placement (when available)  
American Government / Advanced Placement (when available)  
Advanced Placement Art  
Any approved RSU, NSU, or TCC Concurrent Course

Each point shall represent a grade average of .02 or .03 for ranking purposes only. Example: An “A” in an honors class shall carry a grade point of 4.02. An “A” in an Advanced Placement class shall carry a grade point of 4.03 class rank shall be determined by assigning the highest average, a rank of number one (1) the second highest average, the rank of number (2); etc. In the event that two or more students have the same numerical average, they shall be given the same rank. The next highest average will assume the next rank position, which would indicate the number of students having a higher rank.

### ***Transfer Grades***

No grade point adjustments from other schools will be granted unless the transcript designates clearly that the course offerings were at an honors level in the approval areas for consideration and a grading system of A, B, C, D, F was used.

### ***Graduating with Distinction***

Catoosa High School requires the following for students to qualify for Graduate of Distinction: Students must apply with the counselors in January of their senior year.

4 units of English

4 units of Mathematics

4 units of Social Studies

4 units of Science

2 units of Foreign Language (same language for two years)

Must have a minimum of 3.5 (GPA) on a 4.0 scale. Students cannot have any classes completed by credit recovery or have any D's or F's on their transcript.

Classes for distinction must be first time credit and not earned through credit recovery (Edgenuity).

Achieve a satisfactory score of 20 on the ACT test.

No D's F's or credit recovery on transcript. Course must be progressive in difficulty (example: can't take a freshman level course during 12th grade year.)

No more than seven unexcused absences each semester for seven semesters of high school.

Students must apply for graduation with distinction in the counseling office, on or by the end of January their graduating year.

## ***Hall Courtesy***

- A. Walk to the right of the halls and stairways and do not block traffic by standing in groups.
- B. Discard trash in the containers provided.
- C. Do NOT run in the hallways.
- D. Use the passing period time for getting to your next class on time.
- E. Keep voices down in the halls.

## ***Hall Passes***

A hall pass should be open and visible to any teacher who may ask to see the hall pass in the hallways. Hall passes must be presented and returned to the appropriate teacher. **No student should be out of his/her assigned class without a pass from that teacher.**

## ***Health Services***

A professional nurse or trained medical assistants are on duty during school hours. If a student becomes ill or needs medical attention he or she should be directed to the building offices where a referral to the nurse can be made if deemed necessary. If it is necessary to send a student home due to an illness, the nurse, the secretary, or the principal will contact the parent to make arrangements for such.

### ***Student Immunization***

Oklahoma state law requires immunization against certain diseases for all school children. The school nurse evaluates all student's health records, and may deny permission to enroll until all immunization records are current and in compliance with state law. Students who will be entering school at Wells Middle School **MUST** have the following immunizations before they can receive a class schedule: 5 DTP shots; 4 POLIO shots; 2 MMR shots; 3

HEPATITIS B shots; 2 HEPATITIS A shots and 1 VARICELLA. If your child is entering the 7th grade, their documentation must show a 6th DTP BOOSTER as well, also referred to as the TDap.

### ***Medicine Administration***

1. To authorize the administration of ALL medications, the parent/guardian MUST complete a district written consent form. These forms are available at each school's main office.
2. The parent/guardian must deliver the student's medication to the school nurse or school administrator, or their designee. Medications MUST NOT be transported by the student or carried onto the school bus.
3. Prescription medication must be in its original container; clearly labeled with the student's name, medication name, strength and expiration date.
4. The prescription label must state the dosage, instructions for administration, and the specific time to be administered and include the date, name, address, and phone number of the pharmacy.
5. The school nurse or their designee will count in controlled substances.
6. The parent/guardian must complete a new authorization form annually for each change in medication.
7. Medications considered being non-prescription must be presented to the school nurse in the original container with a proper company label containing the name of the drug and directions for administering the medication.

### ***Extended Illness***

An extended illness shall be interpreted as any illness, condition, or long-term chronic situation. Under normal circumstances, arrangements for missed school work can be made through the school office and are to be completed upon the student's return to the classroom. If the illness requires hospitalization or a homebound situation, contact the school office or special services for directions of continued enrollment.

### ***Medical Release***

A medical release form can be completed in student illness situations, and signed by a doctor, stating the dates of illness or treatment and clearance to return to classes. Upon approval of the building principal, this form can serve as a waiver of the district's policy for 90% attendance. The form should be signed by all parties and returned to the building office, within 48 hours of treatment.

### ***General Health***

Students should be sent to school in good general health and cleanliness and be properly fed and rested. Frequently children complain of a headache, stomach ache or sore throats before going to school, placing the parent in a dilemma as to whether the child is ill or just "nervous" about an upcoming event. Certainly if your child has had diarrhea, vomiting or a temperature greater than 100 degrees he or she should be kept home. The temperature of your child must be less than 100 degrees for a 24 hour period without giving medication to control the temperature before sending him or her back to school. Parents should not send their child to school if they have a contagious illness (such as pink eye or chicken pox). If you are unsure, please accompany your child to the school office

between 7:00 and 7:30 A.M. and the determination will be made at that time. Caution must be exercised to not exceed the allowable absences, (10) absences per semester.

## ***Homework***

The Board of Education believes that homework is an important part of the educational process. Homework shall be related to the school's aims and philosophy of education, but its primary objective shall be to aid in the development of the student. The need for homework, the kind of homework, and the amount of time spent on homework will vary with the student, the home, and the grade level of the student.

There are three main purposes for the assignment of homework: (1) To ensure satisfactory progress at the student's grade level, (2) To provide enrichment or differentiated activities for students of varying abilities, and (3) In the event of student absences, to provide sufficient make up work to allow equal progress with the rest of the class.

Students should be reminded before they leave each class if they have homework to complete. Ultimately, the students have the final responsibility to get their work done. Parents have a responsibility to check with their child before they leave for school each day to see that their child gets the work to school. Students are expected to enter daily assignments and homework in the planner or laptop provided to each student daily. This will allow parents to stay apprised of the student's work and remind students of homework. This is the student's responsibility and not the teacher's responsibility.

### ***Missing/Late Assignments***

Students are expected to complete and turn in assignments when they are due. Each teacher has an official missing/late assignments policy. This policy will be shared with students at the beginning of the school year. We recognize the need to allow for an occasional mistake. The policy of one day to make up each day of missed assignments will be honored. It is the student's responsibility to ask for work from the days missed. It is our intention to have a fair and consistent policy that encourages and supports student responsibility.

### ***Tutoring***

Students must take the initiative to seek the needed academic assistance that they might need. Students can talk to their teachers about the best times to come in for tutoring. Some tutoring may be available through other programs after school.

## ***Library/Media Center***

Please be aware of the following guidelines:

The Library/Media Center is designed and staffed to provide the specific needs for each curriculum.

1. Students who use the library should have something academically constructive to do. This is not limited to

research, typing a paper, working on a project, applying for FAFSA (financial aid), Application for College entrance or armed services, and any of his/ her school-related information.

2. Students will be allowed to utilize the Innovation/Media Center individually as long as they have a pass signed by their teacher and the visit is school-related. Leisure reading is also permitted.
3. Students are expected to conduct themselves appropriately and to keep the library clean and tidy. Push chairs under the tables and pick up all your materials and trash before you leave.
4. No food or drinks are allowed in the Innovation/Media Center.

## ***Money and Valuables***

Large quantities of money or objects of substantial value should not be brought to school or school sponsored events. A student bringing any object of great value to school should check it in with the principal or assistant principal's office. Instances of theft will be dealt with by the administration and campus police according to school board policy.

## ***Motor Vehicle Regulations***

Operating a motor vehicle on campus is a privilege available to students who demonstrate responsible behavior in the operation of their vehicles. The student cost to register a car and receive a parking tag is \$10.00 and is payable in the office. The administration reserves the right to levy fines and suspend or revoke the driving privileges of any student who violates Oklahoma traffic laws or the following campus regulations:

- A. ALL MARKED SPACES ARE FOR FACULTY, STAFF, and VISITOR USE ONLY. Vehicles improperly parked will be towed at the owner's expense.
- B. All motor vehicles driven to school by students must be properly registered. Current, valid, parking tags are to be properly displayed on your rear-view mirror and clearly visible.
- C. All students are to obey the 5 MPH campus speed limit and Oklahoma traffic laws when operating a motor vehicle on campus.
- D. Vehicles are to be operated in a safe and responsible manner at all times.
- E. Due to the many minor accidents caused by students backing into parking spaces, vehicles must be parked head forward only.
- F. Student vehicles are to be parked in student-designated areas. Vehicles improperly parked will be towed at the owner's expense.
- G. In an effort to secure student vehicles, students are not permitted in the parking lots during class periods or between classes. Students who go to the parking lot without an authorized pass may be considered truant and subject to disciplinary action.
- H. Any student involved in an accident or who has had his/her vehicle tampered with or vandalized should file a report with the Administration and Campus Police.

- I. **ALL** vehicles on school property are subject to search by any school and/or legal official.
- J. All vehicles should be registered within the first five (5) days of school or within three (3) days of the student earning driving privileges, whichever is applicable. Vehicles that do not have the proper tags or are illegally parked are subject to being ticketed or towed at the owner's expense. Under no circumstances will students be allowed to go to or sit in vehicles during the school day. The administration's decision to limit or revoke parking privileges is final and non-appealable.

## ***Notification of Loss of Credit***

Prior to the end of each semester, the Administration shall review absentee records and determine eligibility for credit in courses in which a student has absences in excess of seven (7) days. If a student has excessive absences in a specific course, the student may not receive credit in that course only if, in the judgment of the Administration, the student has mastered the coursework. Students in excess of seven (7) absences in a semester will receive an appeal form from the main office before the end of the semester to be completed by the student's parent/guardian. This appeal form will help the Administration decide if credit should or should not be received.

## ***Oklahoma's Promise***

All students in 9th or 10th grade, under the age of 16 should apply for Oklahoma's Promise even if he/she doesn't qualify now, he/she may qualify by the senior year. Oklahoma's Promise is a program which will pay for college tuition for students who qualify financially. All students will need to complete the required courses to be eligible. You may find more information at this website: [www.okhighed.org/okpromise](http://www.okhighed.org/okpromise).

## ***Parent Conferences***

Parent/Teacher/Student conferences are scheduled on the District calendar for Fall and Spring. Conferences include:

1. **A two-way conversation.** The parent-teacher conference is an opportunity for parents to learn about their children's progress in school and for teachers to gain insights into their students' home and community lives. Parent perspectives on student strengths and needs, learning styles, and non-school learning opportunities can help teachers shape their instructional methods. It is vital that all parties talk and listen in the best interests of the student.
2. **Emphasis on learning.** The parent-teacher conference is an opportunity to develop new strategies that support student learning at school and at home. Be prepared to ask questions about your child's academic progress and to see examples of your student's work and assessments. Conferences are a time to create solutions, not find problems.
3. **Stay positive.** Focus on your child's strengths, while acknowledging his/her areas in need of improvement. Commend your student regularly for making gains in achievement and academic success. Rather than dwelling on setbacks, like an "F" on a test, help your student determine what went wrong (i.e. didn't study

for exam, not finishing the exam, etc.) and determine specific steps to learn from the event and to prevent repeating it (i.e. spend 20 minutes every evening practicing/studying course material, no social media or electronics until the next test is passed etc.). Educators want your child to succeed and will ***praise the successes***, and ***identify areas in need of strengthening***.

4. **Effective communication.** Make your current contact numbers and email address available to your child's teachers. Make sure you are enrolled in all the electronic updating programs, apps, and progress monitoring systems available at your student's school. Remind your child to check his/her own progress weekly and discuss school work and activities regularly at home.

## ***Plagiarism***

At Catoosa High School our students' ethical and academic development is essential for a quality education. To plagiarize is defined as "to steal and pass off (the ideas and/or words of another) as one's own: use (a created production) without crediting the source: to commit literacy theft: present as new and original an idea or product derived from an existing source." The Modern Language Association of America's MLA Handbook for Writers of Research papers (6<sup>th</sup> edition) states, "Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud."

**Examples:** Examples of plagiarism include, but are not limited to

- Copying and presenting another person's work (including homework) as one's own.
- Collaborating on work that is assigned as individual effort.
- Purchasing material (including online essays) and resending it as one's own.
- Copying material (including study guides such as *Spark Notes* or *Cliff notes*) and presenting it as one's own. Summarizing or paraphrasing material from a source without citing the source and its author (if given).
- Directly quoting material from a source without using quotation marks (even with the proper citation of the source and/or its author).
- Turning in work completed for one course to another course without permission from BOTH instructors.

**Teachers will:**

1. Be clear and explain what it means to be academically honest.
2. Provide an explanation as to what is permissible in preparing essays, assignments, homework, reports, laboratory reports, tests, quizzes or other work assigned.
3. Explain what is permitted to be used within the class: such as study aids, notes, books data and other information available to fulfill assignment requirements.
4. Give guidelines as to what constitutes plagiarism including the requirements for citing sources.

## **Students will:**

1. Be responsible and prepared to present actual sources of information, ideas, data, graphs and quotations used in their projects, papers, or oral presentations. (Formal and informal citations are expected).
2. Prepare rough drafts for any given assignment, essay, or project to produce evidence of a student's work during the process.
3. Seek advice about the use of resources.
4. Check for Plagiarism
5. Have a discussion with parents about intellectual honesty to ensure that all parties understand the expectations of teachers and students in regards to academic honesty.
6. Understand the expectations of their teachers' assignments and be aware of the consequences for breaking CHS Academic Honesty code of conduct.
7. Receive consequences for breaking the Academic Honesty policy will be enforced even if the violation is accidental or incidental. Excuses for breaking the Academic Policy will not be accepted.

Remember: Rule-of-thumb is that **a minimum of 75%** of any assignment must be the original thought and work of the student. **Note: Repeated plagiarism in a course could result in a failing grade and NC for the course.**

## ***Pranks***

Pranks can be dangerous, disruptive, and distressing. Pranks in any form will not be tolerated at any time. Any student who engages in planning, plotting, or carrying out a prank will be disciplined according to behavior policies.

## ***Proficiency Based Promotion Tests***

State Laws provide that school districts offer the opportunity to students for proficiency assessment in all core subject areas twice each year. Proficiency tests are offered in Catoosa Schools in December and May.

Upon the request of a student, parent, guardian or educators, a student will be given the opportunity to demonstrate proficiency in the OAS. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Students will be allowed to take the proficiency assessment in multiple subject areas. If a student does not pass the proficiency tests, that student will not be allowed to skip a grade or course.

## ***Prom***

Exceptions to the dress code will be made for the prom. See our website to view appropriate prom dresses.

## ***Public Display Of Affection (PDA)***

There is a proper time and place for expressing affection. The school campus is not considered a proper place nor

school hours the proper time.

## ***Sales***

No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless they have the written permission of the school principal, superintendent of schools, or designee.

## ***School Activities***

Various school dances, athletic events, and other school activities will be provided during the school year. **Participation in school activities is a privilege, not a right.** These activities provide students with an opportunity for entertainment and social gatherings after school hours. These activities will be well supervised and parents are always welcome to attend. School activities are considered an extension of the school day. All rules, regulations, and policies will be enforced. Students choosing to leave an activity before the conclusion of the activity will not be permitted to return. This includes, but is not limited to, sporting events, dances – including Junior/Senior Prom, and fine arts programs. Participation in school activities, including prom and senior activities, will be dependent on academic performance and attendance.

**Dues, payments, or other monetary deposits for participation in school-related activities, field trips, events, dances (including Prom), etc. are NON-REFUNDABLE. Students are expected to maintain both academic and disciplinary eligibility prior to, leading up to, and during school-related activities, field trips, events, (including Prom) that student has made monetary contributions towards. Participation in school activities is a privilege, not a right, regardless of any dues, payments, or monetary deposits or expenses paid or incurred by student/parent/guardian.**

## ***School Closing***

Remind and other social media pages will be used to notify if school is to be dismissed. They are not notified if school is going to be in session. Check our school website and social media accounts for updates. Please avoid calling the school or school personnel at their homes. Listed are a few of the stations that generally receive school cancellation information before 6:00 A.M.; AM740/KRMG, TV2/KJRH, TV6/KOTV, TV8/KTUL, TVFOX23/KOKI.

## ***School Communication Platforms***

The Boards of education shall designate school-approved teacher and student communication platforms.

Approved communication platforms for 24-25 are: Google Suites, School Email, SeeSaw, Remind, and SportsYou

## ***School Property***

Students and their parents will be held responsible for any damages to school property, equipment, textbooks, furniture, and building as stated. This also includes any areas of transportation.

## ***School Records***

A cumulative folder of student records are kept on file in the counselor's office. Student records may be inspected according to provisions outlined in Public Law 93-380. In order for the school to release records concerning academic achievement, attendance or standardized testing of any student, the parents must sign a release form. Forms for release may be obtained in the counselor's office.

## ***Searches of Students***

In accordance with State Law school personnel may open and examine school property at any time for any reason. If a situation arises based upon reasonable suspicion, students will no longer have a legitimate expectation of privacy. This includes, but is not limited to, content of school lockers, backpacks, desks or other school property. Students are informed that they have no privacy rights concerning the contents of school lockers, desks, or other school property. Access to personal student property may be requested. Failure to comply may result in notification of local law enforcement officials for assistance.

School authorities may seize illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from student possession. A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusal.

## ***Semester Examinations***

A cumulative semester examination will be given in all classes at the end of each semester. All students are required to take the semester examination as part of course requirements unless exemption guidelines have been put in place by school administration. Failure to take required exams could result in failure and loss of credit for the semester. Students who miss a semester exam must schedule a time to make-up their exam with their teacher. No semester exams will be given early.

## ***Skateboards/Roller Blades/Flatboards***

Skateboards, roller blades, and flatboards are not permitted at school.

## ***Special Education***

This department works with the school counselor in handling requests for individual testing referrals either from school staff or from parents. The Pre-Referral request is made to the appropriate counselor first. Each case is then evaluated to determine the appropriate measures to initiate one of which may be a referral for evaluation by a qualified examiner.

Building administrators supervise the special programs within their building available to students who have been properly identified as needing or qualified for special education and related services. These include speech therapy, learning disabilities, special education, gifted and talented. Special services also administers other federally funded programs such as IDEA-B (Individuals with Disabilities Education Act) Title VI (innovative programs), Title VI (Safe & Drug Free Schools). Questions regarding the activities of the department can be directed to ext. 1517.

### ***Child Find***

The local Catoosa Schools are mandated to identify, locate, and screen all individuals who have disabilities which indicate a need for special learning facilities or programs. Federal Public Law 101-476, stipulates that a free, and appropriate education must be available to all individuals with disabilities, birth to 21 years of age. Developmental characteristics which may be eligible for special education services include: Visual Impairment, Serious Emotional Disturbance, Deaf-blindness, Cognitive Disability, Orthopedic Impairments, Autism, Specific Learning Disabilities, other Health Impairment, Traumatic Brain Injury, Hearing Impairment, Multiple Disabilities, Development Delays, and Speech/Communication Disorders.

If you know of a Catoosa child with special education needs that are not being met, please call Catoosa Schools Special Services Department. All referrals will be handled confidentially.

## ***Student Conduct and Behavior***

We believe that all students can behave properly while at school, conform to the rules of the classroom policies of the school; and they are expected to do so. Our goal is to provide a positive learning environment. We will assist each student in developing desirable behavior patterns and self-discipline. When discipline is necessary, it is intended to be handled in the fashion described below with fairness and justice to all students within the school system.

Appropriate behavior is, of course, the primary responsibility of the student. The teacher accepts primary responsibility to take corrective measures within the classroom to maintain a positive learning environment. The principal assists the teacher when behavior problems have become repeated or excessive and the disciplinary techniques available to the teacher have not corrected the misbehavior. The principal will enact stronger methods in

hopes of curbing the behavior problems or take steps to remove the student from the classroom in order to restore a positive learning environment.

However, it will never be the goal of the teacher or administrator to remove a child from the classroom.

### ***Responsibility of the Parent or Guardian***

1. Understand the rules of the school as stated in the student handbook.
2. Support the student and school in achieving the curriculum objectives.
3. See that the student attends regularly and notify the school of absences.
4. See that the student is in good health by providing medical records and authorized medications.
5. Support efforts to correct behavior when necessary.
6. Be available for conferences and work with the teacher(s) toward the goal of educating your child.

### ***Basic Classroom and Behavior Rules for All Students***

1. Be SAFE
2. Be RESPONSIBLE
3. Be RESPECTFUL

### ***Dangerous Weapons***

No one may have a dangerous weapon on school property or at any school sponsored function. This includes any guns, knives (this includes all knives regardless of size or type) or other items which may be used as a weapon. It is important to note that guns are prohibited within a distance of one thousand (1000) feet from the grounds of a public, parochial, or private school. No one may use any article as a weapon to threaten or injure another person. Charges will be filed to the full extent of the law against those who violate these regulations.

### ***Fighting Policy***

Fighting between students will NOT be tolerated. All such acts of violence are considered dangerous and a disruption of school. Students who participate in this type of behavior will be disciplined. Depending on the totality of circumstances and the severity of the fight, a student may receive discipline from detention up to out-of-school suspension. Continued infractions could result in extended time of suspension. Fighting at any school-related activity or event will be subject to the same disciplinary action as if it occurred at school.

### ***Gang/Cult Behavior***

It is the policy of this district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

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 education process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessories 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 a gang, present a clear and present danger to the school environment and educational objectives of the community is forbidden.

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.

### ***Tobacco Policy***

It is a violation of state and federal law for students under the age of eighteen to possess or use tobacco products of any kind. Therefore possession or use of tobacco products - including the use of E-cigarettes (JUUL, Vape stick, Vue, etc), will not be tolerated at Catoosa High School. Failure to comply with this policy may result in police notification so fines can be written for violating the law. Students in possession of tobacco or vaping products will be subject to school discipline and fines by the ABLE Commission.

### ***Drugs and Alcohol***

It is the intent of Catoosa Public Schools to provide a “Drug Free” school environment. Drugs or alcohol are not to be present in the school in any form or fashion: i.e., used, abused, possessed or sold at school, on school property, at a school activity, or while in a school vehicle.

Any student violating this policy by selling or distributing a counterfeit drug or an over-the-counter, non-prescriptive drug could be subject to suspension for a period of time as determined by the school administration. Any student violating the drug and alcohol policy may not participate in school activities during suspension. In addition, he/she will not be eligible to receive any organizational or school honor for that semester and/or the following semester. School activities, include but are not limited to, activities taking place before school, during the regular school day, after school, weekends, and at any other school where Catoosa students are participating in an activity.

## ***Student Holds***

All fines and school-related debts must be cleared each semester. Holds are placed on student’s accounts and remain permanent until cleared with administration and/or a teacher.

Students who fail to arrange with administration and/or a teacher for eliminating the debts will not:

1. Receive transcripts, diplomas, or other school records.
2. Be allowed to participate in school-related activities.

## ***Textbooks***

Textbooks are furnished by the school district for the use of the student. If a book is damaged or lost, the student to whom it is issued will be responsible for the full cost of a new textbook as a replacement. Final, transfer, or withdrawal grades may be delayed if a textbook is lost or damaged and not paid for. Students will not be allowed to check out a laptop unless all financial responsibilities are cleared.

## ***Title IX***

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any student who believes the Catoosa School District has violated Title IX may file a discrimination complaint using the district's Grievance Procedures for filing, processing and resolving alleged discrimination complaints. Students and their parents can obtain a free copy of the Grievance Procedures from their school office. Contact the Superintendent of School for further information concerning Title IX requirements to initiate a complaint.

## ***Transportation***

The school will furnish transportation to students that live at least 1 and 1/2 miles from the school, or who live in an area that is deemed to be hazardous for students to walk. The School will provide safe buses and competent drivers. Bus routes are set according to State laws and regulations, and are established to give the best possible service to all individuals.

### ***Bus Rider Rules***

Riding the bus is a privilege that may be revoked if rules are not obeyed. The bus driver is the sole authority over the bus passengers while in transit. The driver is expected to maintain discipline and order at all times to ensure proper safety. They have the authority to correct poor behavior and will report behavior problems to the director of transportation. The regular classroom rules that are listed in the handbook, as well as the following rules shall apply to Catoosa school bus passengers.

### ***Prior to Loading the Bus***

- Be on time for the bus. The bus driver must keep a regular schedule.
- Stay off the roadway and out of ditches when waiting for the bus.
- Wait until the bus has come to a complete stop before attempting to move forward or enter the bus. Use caution.
- Keep your hands, feet, books, and objects to yourself while waiting at the bus stop.
- Secure a BUS-PASS from the office in order to ride a different bus or load and unload at a different stop.

### ***While on the Bus***

- NO eating; drinking; possessing, using, or distribution of tobacco, alcohol, drugs, or drug paraphernalia.
- Remain seated and keep all parts of the body inside the bus.
- Keep the aisle clear of books, lunches, instruments, feet, etc.

- NO loud talking, noises, horseplay, fighting, or distractions.
- Do not tamper with the bus or any of its equipment.
- Do not throw objects around inside, or into or out of the bus.
- Be courteous to other students and the bus driver and assist in the safety and comfort of others on the bus.
- Remain quiet at railroad crossings and on the bus during any road emergency.
- Students will be assigned a seat by the driver

### ***Unloading From the Bus***

- Wait for the bus to come to a stop before standing up.
- Once the bus door is open, check your area for personal belongings and trash, then exit the front of the bus in an orderly manner.
- Upon leaving the bus go at least 10 feet in front of the bus stop, check traffic, and wait for the driver's signal, then cross.
- Stay clear of the bus and do not linger at the sides or the rear.
- Assist small children and watch for traffic while going home.

### ***Procedure for Discipline Problems on School Transportation***

Catoosa Public Schools strives to ensure a safe, respectful and responsible travel experience to and from school. To ensure student safety, Catoosa Public Schools has established a student code of conduct for all transportation. Understanding that bus drivers are an extension of the classroom, they have the authority to uphold transportation rules and policies set forth by the Catoosa Public Schools' Board of Education. Students who violate transportation policy (*Student Behavior, Sec 10-page 24*) are subject to any of the following actions, per administrative discretion.

- Verbal warning from bus driver
- Conference with principal
- Contact of the student's parent and/or legal guardian
- In-School Consequence
- Suspension from school
- Loss of transportation privileges
- Repeated behavior will result in additional consequences.

### ***Late Buses***

Despite everyone's best efforts to keep buses on time, it is inevitable that buses will sometimes be late. Sometimes unforeseen situations occur that prohibits the bus from being on time, such as a mechanical breakdown or traffic congestion due to an accident or inclement weather. When these situations occur, the transportation department makes every effort to get a bus back on schedule; however, it is not always possible. Each bus will go by all bus stops, regardless of how late the bus is running.

## ***Visitors***

Due to the need to increase the safety of our students and school, the entry at CHS has been made more secure. There is a buzzer system at the front doors. We still encourage our families and community to be a part of our school and appreciate your patience for any delays. Student visitors are not allowed during regular school hours. Oklahoma law provides the authority for school officials to order any person to leave the school buildings and school grounds when that person's presence is a threat to the orderly and peaceful operation of school business or school events.

### ***Required Identification***

By law, all persons must, upon request, promptly identify themselves to any school personnel in the school building, on school grounds, or at school-sponsored activities. Students off school grounds during the school day must identify themselves to school officials upon request.

CHS students are not allowed to bring visitors on campus or to the classroom. All visitors, including children, must state their business and secure a visitor's pass from the office in order to be present.

## ***PARENT & STUDENT HANDBOOK***

This handbook has been designed to support our Catoosa High School students in taking an active role in assuring academic achievement. Students should record important information in a planner and use the planner as a tool to organize daily responsibilities including homework assignments, weekly classroom agendas, due dates for projects, tests, extra-curricular activities, and more. Keep track of important information such as their log-in to check attendance, assignments, and grades weekly. All students should be aware of their standing in each course at any time during the year. Pay attention, ask questions for clarification, and take notes to understand exactly what each teacher expects and when work and assignments are due. Do not expect teachers to accept late work.

### **STUDENTS WHO ARE SUCCESSFUL:**

1. Attend school regularly
2. Arrive on-time to every class
3. Are well prepared
4. Bring all textbooks and materials necessary
5. Are ready to learn in the classroom
6. Complete homework – even if it is challenging and takes time

Your signature below indicates that you have read this page and have reviewed the *2023-2024 CHS Student-Parent Handbook*.

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Parent Signature

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Student Signature

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Printed Parent Name

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Printed Student Name

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Grade

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Date

*\* This handbook provides an overview of the key policies and procedures specific to our site. For comprehensive district-wide policies, please consult the District Handbook available at [www.catoosaps.net](http://www.catoosaps.net).*