COYLE PUBLIC SCHOOL
ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK
PREK-7TH

HOME OF THE BLUEJACKETS

Dear Coyle Public Schools Students and Families,

Welcome to Coyle Public Schools! We are excited to embark on this new academic journey with you, and we are confident that together we will make this year one of growth, achievement, and community.

Our student handbook is a vital resource designed to help you navigate school life. It contains important information about our school's policies, procedures, and expectations, all of which are essential for maintaining a positive and productive learning environment. I encourage you to read it carefully and refer to it throughout the year.

At Coyle Public Schools, we believe that every student has the potential to succeed, and it is our mission to provide our students with the tools, resources, and support they need to achieve their goals. We are committed to fostering a safe, inclusive, and engaging environment where you can thrive academically, socially, and emotionally.

We also want to emphasize the importance of communication and collaboration. Our school staff, teachers, and administrators are here to support you, and we value your feedback and involvement. Please do not hesitate to reach out if you have any questions, concerns, or ideas on how we can work together to enhance your educational experience.

In closing, we wish you all a successful and fulfilling school year. Let's make the most of the opportunities ahead and continue to strive for excellence in everything we do.

Respectfully,

Coyle Staff

Honoring our Past, Building our Future, Strengthening The Hive

SCHOOL BOARD

The Coyle Board of Education meets the second Monday of each month (3rd in September) at 7pm unless notice is given otherwise.

Chad Maker	President
John Pross	Vice-President
Justin Whitmore	Clerk
Amy Caldwell	Member/Deputy Clerk
Jessica Maker	Member-at-Large

ADMINISTRATION

Colby Cagle	Superintendent
Shane Dent	High School Principal
Shelley Cagle	Elementary Asst. Principal
Wray Larman	Technology/Federal Programs

TEACHERS & STAFF

Elementary PreK-4th	Middle School 5th-7th	Support Staff	
Kyla Edington - PreK **Misty Gebbhart** - Kindergarten **Michelle Jennings** - 1st Grade **Katie Gibbs** - 2nd Grade **Che'leece Caine** - 3rd Grade **Ashley Kennedy** - 4th Grade	**Karen Wilson** - Social Studies **Brent Lemmons** - Science **Lindsay Gibbs** - Math **James Hall** - Language Arts	**Gayla Jacobson** - Admin Assistant **Rhonda Madison** - Special Services **Patti Bohlman** - Special Services **Melissa Kifer** - Special Services Director **Jenn Mitchell** - Reading Interventionist	**Pam Ming** - ESOL/Library **Marcus Cooper** - PE **Ryan Weathers** - PE **Debra Blubaugh** - Counselor **Brandi Brown** - Superintendent Admin Assistant

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CONTACT US

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Other Staff email addresses are provided on the Web page
https://www.coyle.k12.ok.us/

GENERAL INFORMATION

This handbook is to provide students with the guidelines that are followed at Coyle Schools. Read this handbook carefully.

OUR MISSION

"We believe that every student can learn and thrive. Our mission is to foster excellence in a supportive academic environment, empowering all students with the knowledge, skills, and opportunities they need to become responsible, successful, and contributing citizens."

ACADEMIC EVALUATION AND RECOGNITION

ELI- Early Learning Inventory: Grades PreK-K

The Early Learning Inventory (ELI) is a comprehensive tool to gauge students' knowledge and skills at the start of the school year and to monitor students' progress in these areas across the year. The ELI covers foundational knowledge and skills, such as counting and alphabet knowledge, as well as dispositions and abilities critical to early learning. Educators can quickly and purposefully gather information about their students' knowledge and skills using the ELI's observational rubrics that outline the progression of children's learning across six essential domains of school readiness:

- Literacy;
- Mathematics;
- Approaches toward learning;
- Physical Development, Health, and Well Being;
- Scientific Conceptual Understanding; and
- Self, Family, and Community.

SBI- Standards Based Learning: 1st Grade

Standards-based learning is an approach where teaching, assessment, and grading are centered around specific learning standards (skills, knowledge, and concepts that students are expected to master). Instead of focusing on overall percentages or points, SBL measures whether a student has mastered the required skills.

Evaluation Key

- **S:** Indicated student is successful on a consistent basis.
- **P+:** Indicated student is progressing with significant improvement.
- **P-:** Indicates student is progressing.
- **P-:**Indicates student is progressing with limited improvement.
- **H:** Indicates student is having difficulty and skill is an area of concern.
- **Blank:** Indicates the skill is not evaluated at this time.

Grading Scale: 2nd-7th

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

Report Cards

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

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

Honor Rolls

- SUPERINTENDENT'S HONOR ROLL
    - Requires all "A's"
- PRINCIPAL'S "A" HONOR ROLL
    - Requires five (5) or more scholarship marks of "A" with no mark below a "B"

Promotion Policy

Grade placement in the elementary school (K-7) will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, mastery of current grade standards, and marks achieved. Standardized test results can be used as one means of judging progress. The grades earned by the child throughout the year shall reflect the probable assignment for the coming year.

Retention Policy

It is the policy of Coyle Public Schools that no student shall be advanced to a higher grade level after a recommendation of a teacher that a child should be retained in the child's present grade level. A recommendation for retention in a grade is a decision made carefully on an individual basis. This decision will firmly focus on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration. Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board.

ATTENDANCE- ABSENCE POLICY

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

Absence should only be taken for the following reasons:

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

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

Based on this premise, it is the decision of the Coyle Board of Education that all students must be absent no more than ten (10) days a semester in order to earn a passing grade in any subject. Any exceptions to this regulation must be resolved by an administrative review Board on an individual basis following careful study of the circumstances involved. The administrative review Board shall consist of the superintendent

and the principal. Any student, parent, teacher, counselor, or principal may make an official request of the principal for consideration by the administrative review Board for special study of circumstances wherein the limit of ten absences is exceeded. The student must make-up for any work missed. The teacher will allow one day per day absent from school to make up all work. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Attendance - Partial Day Absence

Check Ins:

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

Check Outs:

- Any student checking out of school during the day must have had a parent or guardian call the office or send an email to the attendance secretary stating the date, time, and reason for their early dismissal and include a verification phone number. The student should then proceed with the day's schedule until such time that he or she needs to leave. The student should sign out at the office upon their departure from the building.
- If he or she does not return that day, the absence will be treated as an explained absence.
- If he or she does return before the end of the school day, they should check back in at the office to have their attendance updated.
- Students leaving without properly checking out will be considered truant and subject to disciplinary action as stated in the truancy policy. If a student misses more than 15 minutes of any class due to checking in or out, an absence will be recorded for that class period.

Truancy

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

Tardies

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

Chronic Absenteeism

If a student is absent without a valid excuse for ten (10) or more days, or parts of days, within a semester, the school attendance officer will notify the student's parent, guardian, or custodian. In accordance with state law, the attendance officer will also report these absences to the District Attorney's Office for possible juvenile proceedings under Title 10A of the Oklahoma Statutes.

BACKPACKS AND GYM BAGS

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

items not necessary to school. Lost or stolen items are not the responsibility of the school.

Bell Schedule

Grades 5-7

- BREAKFAST: 7:35AM — 8:05AM
- 1ST HOUR: 8:05AM — 9:10AM
- 2ND HOUR: 9:13AM — 10:13AM (Announcements at beginning of hour)
- 3RD HOUR: 10:16AM — 11:16AM
- 4TH HOUR: 11:19AM — 12:15PM
- LUNCH: DEPENDS UPON GRADE LEVEL
- 5TH HOUR: 1:00PM — 1:55PM
- 6TH HOUR: 1:58PM — 2:54PM
- 7TH HOUR: 2:57PM — 3:45PM

Grades PK-4

- Daily schedules are created by individual teachers. If you would like a copy of your child's classroom schedule, please contact your child's teacher directly.

Behavior and General Expectations

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

Discipline Code

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

- Students are to treat other individuals kindly and respectfully at all times.
- Students should never participate in name-calling, starting or spreading rumors, or making unkind statements to or about other students or staff members.
- Students are not to hit, push, bite, scratch, or cause physical harm to other students or staff members.
- Students are to be honest to other students and to staff members and not falsely accuse others.
- Students are to do their own work. Copying and cheating are not permitted.
- It is the responsibility of each student to immediately report concerns or conflicts to the nearest teacher or staff member.
- Students are not to possess or be under the influence of drugs, alcohol, or tobacco. (vapes included)
- Students are not to possess or distribute any prescription and/or non-prescription medication.
- Students are not to leave the school grounds at any time without permission.
- Students are not to chew gum or have sunflower seeds.
- Students are not to damage school property or the property of others.
- Students are not to swear, use obscene language, or make obscene gestures while on campus, on the bus, or on a field trip or school function.
- Toys, weapons, electronics, combustible materials, etc. are not allowed on the school grounds, on the bus, on a field trip or while attending school functions.

- All belongings should be marked with the student's name in order to assist in the return of recovered lost or stolen items. Valuables and large amounts of money should be left at home to prevent damage, loss, or theft.
- Cell phones should remain off and are not to be used while on school campus. Not having cell phones at school is preferred.
- Students are not to engage in public displays of affection.

Breakfast and Lunch

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

Basic breakfast and lunchtime guidelines are:

- Students are only allowed to eat 1 meal during breakfast and 1 meal during lunch. Specifically, students may eat breakfast in the cafeteria before school (7:30-8:00 AM) or during "Grab & Go."
- No tardies from lunch will be accepted unless approved by a note from a teacher or the principal.
- No lunches or other food will be delivered to the student by anyone except the student's parent/guardian. All lunch deliveries by parent/guardian must be made to the office. Students are
- not allowed to pick up deliveries from their parents or guardians in the parking area.
- Lunch guests are not permitted – Coyle Schools has a closed campus policy.
- Students are not permitted to leave campus during lunch.

Behavior and Conduct

- **Lining Up:** Wait for your turn to enter the cafeteria and line up in an orderly fashion.
- **Walking:** Always walk, never run, in the cafeteria.
- **Seating:** Remain seated at your table until you are dismissed by a supervisor.
- **Noise Level:** Speak in a quiet voice and avoid yelling or talking to students at other tables.
- **Respect:** Be polite and show respect to all cafeteria staff and supervisors.

Eating and Food Safety

- **Food Sharing:** Do not trade or share food with others due to potential allergies.
- **Food Waste:** Take only the food you intend to eat and avoid wasting it.
- **No Playing with Food:** Do not play with or throw food.
- **Personal Belongings:** Keep hands and feet to yourself and out of the aisles.

Cleaning and Environment

- **Clean Your Area:** Clean up any spills and throw all food and trash into the waste cans.
- **Clean Tables:** Leave tables clean for the next group of students.
- **Hands and Surfaces:** Wash your hands before eating and keep all food on your tray or in your eating area.

Other Rules

- **Listen to Staff:** Follow all instructions from cafeteria staff.
- **Raise Your Hand:** Raise your hand if you need assistance or to be excused from the table.
- **No Leaving the Cafeteria:** Food may only be consumed in the cafeteria unless specifically permitted by a teacher.

Bus Rules and Expectations

In order to provide for the safety of all students, certain rules and regulations must be followed on a daily basis. If conditions warrant, administrative staff will modify, add or delete rules as needed. Riding the bus is a privilege, not a right. To ensure the safety and comfort of all passengers, students are expected to follow these rules at all times—both on the bus and while waiting at the bus stop.

Prior to loading, students must:

- Be on time at the designated school bus stops. The bus will not wait for students who are late to the bus stop.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter the bus.
- Receive proper school official authorization to be discharged at places other than the student's regular stop, or ride a different bus.
- While waiting for the bus, students are not to engage in any form of vandalism, harassment, fighting, etc.

While on the bus, students must:

- Cooperate with the bus driver or any other authority figure. The driver of the bus is a school official and has the same authority over students as a teacher in the classroom.
- Never tamper with the bus or any of its equipment.
- Disruptive behavior will not be tolerated, i.e. throwing objects, not staying in seats, horseplay, fighting, profanity, vulgarity, unnecessary screaming, etc.
- All school rules are in effect while students are on the bus.
- Keep all parts of the body inside the bus.
- Be courteous and respectful to people and school and personal property. Damaged school property shall be paid for by the offender.
- Keep the aisles clear.
- Remain quiet when approaching a railroad crossing.
- After leaving the bus, students must: Go at least ten (10) feet in front of the bus. Stop, check traffic, wait for the bus driver's signal, then cross the road.
- Go home immediately; stay clear of traffic.

CLASSROOM CELEBRATIONS

Class Parties

We welcome and encourage family participation in our classroom parties, as these events are special moments where snacks and activities are planned for the students in class. However, if you choose to bring siblings to the party, please note that there may not be enough snacks if you choose to bring siblings to the party, please note that there may not be enough snacks to accommodate additional children. You are welcome to bring extra snacks for them if you wish. We kindly ask that you supervise any young guests closely throughout the event. This will help ensure that the focus remains on the students in the classroom and that activities run smoothly for everyone. Please contact classroom teachers on how to sign up or if volunteers are needed. Students will only celebrate the following holidays:

- Halloween
- Christmas
- Valentine's Day
- 100th Day of School
- State Test Pancakes (3rd and 4th)
- Last day of school

Remember that all food products brought into our school must be store bought in pre-packaged unopened packages. As an allergy aware school, we would like to make our community mindful of the fact that we have students that are food allergies.Please be conscientious of our students with food allergies. Please contact your child's classroom teacher to know if food allergies are present in the classroom.

Birthday's

Coyle Public Schools value every child and understand that birthdays are special. However, to maintain consistency and minimize disruptions to learning, we will **NOT** be celebrating individual student birthdays in the classroom. Families should not send treats, gifts, or party items to school. Instead, we will recognize all students collectively during designated school-wide celebrations throughout the year.

Party Invitations
Party invitations may be handed out at school provided that every child in the class receives one.

DISCIPLINE - ACTIVITY STUDENT DRUG TESTING POLICY AMENDED JULY 2025 STUDENT DRUG TESTING PROGRAM – EXTRA-CURRICULAR ACTIVITIES

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

Purpose and Intent:
It is the desire of the board of education, administration, and staff that every student in the Coyle Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extra-curricular activities. This policy is intended to complement all other policies, rules, and regulations of the Coyle Public School District regarding possession or use of illegal drugs.

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

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extra-curricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extra-curricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12. Definitions 1. Student athlete or athlete means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders. 2. Extra-curricular means those activities that take place outside the regular course of study in school and participants are those students involved in those activities. 3. Drug use test means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drug or the metabolites thereof in a person's urine. 4. Random tests are given monthly to participants from the pool. 5. Random selection basis means a mechanism for selecting students for drug testing that: A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and B. Does not give the school district discretion to waive the selection of any student athlete or extra-curricular activities participant selected under the mechanism. 6. Follow up tests can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence. 7. Illegal drugs means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal

drugs include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. 8. Performance-enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions. 14 9. Positive, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. 10. Reasonable suspicion means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extra-curricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities. 11. Self-referral is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief. Procedures A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. All 7th-12th grade students participating in extra-curricular activities will be subject to a monthly, random urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete’s health and athletic performance will be included as part of that physical examination. Student participants in extra-curricular activities shall be provided with a copy of this policy and an extra-curricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extra-curricular activity. The consent shall provide a urine sample (a) as chosen by the random selection basis; and (b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activity unless the student has returned the properly signed consent form. All extra-curricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extra-curricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation. Drug use testing for extra-curricular participants will be chosen on a monthly selection basis from a list of all extra-curricular participants in off-season or in-season activities. The school district will determine a monthly number of students’ names to be drawn at random to provide a urine sample for drug testing for illegal or performance-enhancing drugs. In addition to the drug test required above, any extra-curricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the superintendent, athletic director, principal, sponsor, or coach of the student. The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund. Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing. All aspects of the drug testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen will be taken by the student urinating inside a provided designated cup to provide enough urine needed for the test. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the proceeding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed

and confidential envelope. 15 Confidentiality If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency. Appeal A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extra-curricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and nonappealable. Consequences Any activity student who tests positive in a drug test under this policy shall be subject to the following restrictions: 1. For the First Offense or Student Self-referral The following restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such students will be allowed to remain active in all activities covered under this policy. Such a student will, however, be considered to have committed his/her first offense under the policy, and will be required to meet the terms identified under "first-offense." The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5)days of the joint meeting, show proof that the student is cooperating with drug counseling from a qualified drug treatment program or counseling entity. Counseling, if recommended by the results of initial assessment, must be attended regularly until 00the treatment plan is completed. Additionally, the student will be subject to tests monthly for the remainder of the school year. If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed. 2. For the Second Offense: Suspension from participation in all activities covered under this policy for (30) calendar days, and continued regular attendance to counseling until the treatment plan is completed. The student may not participate in any meetings, practices, scrimmages, or competitions during this period of suspension from activities. The student will be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee. 3. For the Third Offense (in the same school year) Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is longer. VI. Refusal to Submit to Drug Use Test A participating student who refuses to test or submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance, and competitions for the remainder of the school year. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the school. 16 Coyle Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Coyle Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention are essential to long term

DISCIPLINE - RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL (DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989)

Illegal and Illicit Drugs and Alcohol

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

Necessary Medications

- Students may not retain possession of and self-administer any medication at school except as permitted by the school district's policy on the Administration of Medicine to Students.
- Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school office with parental authorization, in compliance with Oklahoma law and school policy.
- Violations of this rule will be reported to the student's parents by the superintendent, and may result in discipline which can include out-of-school suspension Distribution of Information
- Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the superintendent.
- Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

DISCRIMINATION COMPLAINTS - GRIEVANCE PROCEDURES

Definitions

- Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.
- Grievant: Any student, employee, or patron of the School District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or 19 disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievances in this paragraph, members of the public may also be potential grievances. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.
- Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

- Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- Day: Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Pre-Filing Procedures

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

Filing and Processing Discrimination Complaints

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

- If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
- The applicable Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
- The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties 20 involved.

General Provisions

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

Student Behavior at Athletic Events

- It is expected that the student body will conduct themselves as ladies and gentlemen at all times.
- The student body is expected to treat our opponents and officials with respect.
- Chants or comments that are critical or demeaning to officials are not permitted.
- Any comment regarding the opposing cheerleader team that is critical or ridiculing is not allowed.
- Our student body will not be permitted to demean or ridicule any opposing player.
- A vocal and enthusiastic support of our teams is encouraged and expected by our student body.
- Derogatory comments about our players or coaches are not permitted.
- Our student body is expected to treat the physical plant of our school and of schools, which we are visiting with the same consideration of their personal homes.
- Vandalism of an opposing school physical plant could result in suspension and/or expulsion of students involved.

- We will not respond to poor behavior on the part of our opponents. We are responsible only for our own behavior, and hope to lead by the excellent example that we set. The behavior listed above is expected of our students, parents and patrons. In summary, Coyle Public Schools will be the leaders in the state in support of our teams, while maintaining class, dignity, and respect for our opponents and officials.

Dress and Appearance

All students are expected to practice good hygiene and dress neatly in clothes that do not detract from the educational process. Parents are responsible for ensuring that children's clothing is both clean and appropriate for weather conditions. The student dress code at Coyle Elementary School is as follows:

- Shoes must be worn at all times; house slippers or shoes with wheels are not acceptable. Flip flops are discouraged.
- Hats, caps, and hoods are not to be worn inside school buildings.
- Shirts should not show the stomach, cleavage or back and should not have loose or low necklines.
- Undergarments are not to be visible.
- Pants are to be worn at the waist level with no sagging.
- Shorts, dresses, and skirts should be a length that will not be revealing while students are playing, sitting, stooping, etc.
- No clothing may be worn which advertises political propaganda, tobacco, alcohol, or drugs.
- No clothing with profane, suggestive, or vulgar language may be worn.
- Costumes are not appropriate for school except for designated dress-up days.

Electronic Communications

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

Eligibility - Extracurricular Activities

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

review of extenuating circumstances. If a student does not qualify for an exception, he/she may request to attend Friday school with the ability to make up to two absences per semester.

COYLE ACTIVITIES EXEMPTED FROM MEETING ELIGIBILITY RULES:

1. School carnival
2. 4-H and FFA Booster Club Supper and Auction
3. Class and organizational fund raiser

EMERGENCY DRILL PROCEDURES

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1) The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel, and military recruiter); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent of officials of another school district in which a student seeks or intends to enroll.
4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office 22

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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

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

FIELD TRIPS

- Students must have permission from parents to go on all school trips.
- All students must ride the bus to the field trip location and should return to school on the bus unless checked out by a parent at the field trip location and notified the office prior to trip.
- Many times field trips require extra adult supervision; therefore, if you are a volunteer no additional children are allowed to accompany parents on school sponsored trips.
- Parents and guardians are not allowed to ride the buses.
- All adult volunteers are required to have background checks before attending the trip.
    - Background checks must be on file in the district office.

FLAG SALUTE AND MINUTE OF SILENCE

Flag Salute

- It is the policy of Coyle Public Schools that, on each day when school is in session, students and staff shall recite the Pledge of Allegiance to the flag of the United States of America, followed by the Oklahoma Flag Salute. Participation in either recitation is voluntary. No student shall be required to participate or to stand during the Pledge of Allegiance or the Oklahoma Flag Salute.
- Students who choose not to participate are expected to remain respectful and quiet during these recitations.

Minute of Silence

- The Minute of Silence will be held following the Pledge of Allegiance and the Oklahoma Flag Salute. The moment of silence will be announced over the intercom at the appointed time.
- The moment of silence shall be announced over the public address system as follows: "We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices."

GANGS

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

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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

Definition of Terms

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

- Harm another student;
- Damage another student's property;
- Place another student in reasonable fear of harm to the student's person or damage to the student's property;
- Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

General Display of Bullying

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

- **Physical Bullying** includes harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight,

stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

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

Student Reporting

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

Staff Reporting

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

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

Parental Responsibilities

Parents/guardians will be informed in writing of the District's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by 24 parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will

also be told that to help prevent bullying at school they should encourage their children to: o Report bullying when it occurs:

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

IMMUNIZATION REQUIREMENTS

In accordance with 70 O.S. § 1210.191, The State Department of Education shall provide and ensure that each school district in this state provides, on the school district website and in any notice or publication provided to parents regarding immunization requests, the following information regarding immunization requirements for school attendance:

1. Current, up-to-date immunization records; or
2. A completed certificate of exemption from the OSDH.

PLEASE NOTE: (Okla. Admin. Code § 310:535-1-2, which states: A child, through his parent or guardian, may apply for an exemption from this requirement by submitting a form to the State Department of Health. The school shall maintain a copy of the approved application in the child's records. All exemptions submitted prior to a student entering 7th grade shall expire at the end of the student's 6th grade year. A new exemption is required to be completed and submitted by the parent or guardian prior to enrolling the child in 7th grade.)

VACCINES FOR SCHOOL (K-12)

- Hepatitis A
- Hepatitis B
- Diphtheria, tetanus, pertussis (DTap)*
- Inactivated poliovirus (IPV)*
- Measles, mumps, rubella (MMR)*
- Varicella (chickenpox)*
- Tetanus, diphtheria, pertussis (Tdap) *S

Students 4 through 6 years of age are required to have their final doses of DTaP, IPV, MMR, and Varicella prior to kindergarten entry. **Students are required to have Tdap prior to entry into 7th grade. One dose of Tdap is required for 7th through 12th grades.

INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE

It is the policy of the Coyle Public Schools to:

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

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

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

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

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Coyle Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

(a) unauthorized access, including so-called "hacking", and other unlawful activities; and
(b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

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

Personal Safety

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

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

Illegal Activities

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

- Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.
- Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately 25 reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District's approved software list.
- District staff will not support or maintain any computer operating system or application software that does not meet District standards.
- Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.
- Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
- Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
- Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.
- Users shall not use the District's technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

Security of District's Technology

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

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

- The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

Inappropriate Communications

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

- Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources.
- If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.
- Parents or guardians should instruct the student if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.
- Users shall not harass another person.
    - Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent. 26
- Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

Disciplinary Action

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

LIBRARY

Coyle Public Schools is proud to maintain a well-resourced library designed to support the academic and intellectual growth of all students. The library provides access to an extensive collection of books, periodicals, audiovisual materials, and computer resources.

Library materials, including books, magazines, and reference resources, may not be removed from the library unless they have been properly checked out through the librarian. Students are expected to handle all materials with care. In the event that an item is lost or damaged beyond reasonable wear, the student will be required to reimburse the cost of replacement. Students who have overdue items or outstanding fines will not be permitted to check out additional materials until the matter is resolved.

The library will be open as determined by the principals, and classroom library visits may be scheduled by teachers through the principals.

Library Rules

- Walking feet all the time
- Use quiet voices
- Clean up before you leave
- Keep hands and feet to yourself

Book Care Rules

- Always keep your book in a safe place
- Always use a bookmark to save your place
- Always return your book on your library day
- Always protect your books from bad weather
- Never eat or drink while reading
- Never draw or color in books
- Never rip or tear pages
- Never leave books outside
- Never let small children read your books alone
- Never leave books where pets can get them
- Never sit or step on books

LOCKERS

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

MEDICATION - ADMINISTRATION OF

It is the policy of the Coyle Board of Education that, if any student is required to take medication during school hours without the availability of parent/guardian administration, the medication will be done under the following guidelines.

- A student who has a legitimate health need for a medicine shall deliver the medicine to the school office in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by an administrator or a designated employee pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. A new authorization form must be completed for each change of medication. If there are no changes, the authorization must be renewed yearly. If a student brings medications to school without a properly completed authorization form the school will inform the student’s legal custodian of district policy and the inability to give the medication. The student’s legal custodian

may, however, come to the school and dispense the medication to the student. When medication is completed and/or at the end of the school year the authorization form will be placed in the student's health folder and will be deemed part of the student's health record. Forms for parental authorization of administration of medicines are available in the school office.

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

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

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

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

- student name (affixed to the container);
- ingredients; o expiration date; dosage and frequency;
- administration route, i.e., oral, drops, etc.; and o other directions as appropriate. Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written instructions of the student's physician.

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

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

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

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

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

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

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

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

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

- Medication will be destroyed in a nonrecoverable fashion.
- Liquid medication will be poured into a sink or toilet.
- Pills or tablets will be poured into the toilet. The following information will be charted on the student's health card and signed by the designated employee and a witness:
- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication.

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

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

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

NON-DISCRIMINATION STATEMENT

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

Superintendent/Compliance Coordinator.
Coyle Public Schools .
700 S. Cottingham
Coyle, OK 73027

MONEY AND VALUABLES

Money

- All money brought to school should be in a sealed envelope with the child's first and last name and purpose for which it is sent clearly marked on the outside.
- Large amounts of money should be brought to the office by a parent

Valuables

- All belongings should be marked with the student's name in order to assist in the return of recovered lost or stolen items.
- Valuables should be left at home to prevent damage, loss, or theft.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) - o Political affiliations;

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

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

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

Inspect, upon request and before administration or use –

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

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Always use a bookmark to save your place

- Always return your book on your library day
- Always protect your books from bad weather
- Never eat or drink while reading
- Never draw or color in books
- Never rip or tear pages
- Never leave books outside
- Never let small children read your books alone
- Never leave books where pets can get them

Never sit or step on booksSchool District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in: o Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

PARENTAL INVOLVEMENT

Parent Engagement

- Coyle Public Schools, in collaboration with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.
- Parent participation in the schools is encouraged to improve parent/teacher cooperation in such areas as homework, attendance, and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so the parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance, and discipline.

Parent/Teacher Conferences

- Parent/Teacher Conferences are also very important for parents to attend to receive additional information about their child's progress and have one on one time with the teacher(s) for questions.
- Two Parent/Teacher Conferences are scheduled during each school year.
- Other conferences may be scheduled throughout the year to discuss any teacher or parent concerns or questions.

PLAYGROUND RULES

Playground problems or conflicts are to be reported immediately to a playground teacher or supervisor during recess. Students should not wait until after recess to report a playground incident to classroom teachers; those teachers will have classes and teaching responsibilities and will not be able to interview all involved students and witnesses needed to properly investigate and act upon playground conflicts.

- A written note by a parent or physician is required for a student to be allowed to stay inside during recess or physical education activities.
- Do not misuse playground equipment or stand on things not designed to be stood on, including equipment, fences, and benches.
- Do not attempt to climb up slides.
- Only one person should be on a slide at a time. Slide down in a seated position, feet first.
- No football - tackle or touch.
- No one is to be in the classrooms or hallways before school or during recess without permission.
- Do not pick up or throw rocks, sand, or wood chips.
- Appropriate footwear should be worn at all times.
- Do not push others or pull on their clothing when playing chase or tag and do not pick others up.
- Play equipment that goes over fences or into roads may not be retrieved without supervision.
- All playground games are non-contact. Pushing, shoving, physically blocking, and tackling are not allowed.

SCHOOL CLOSINGS

In the event of severe weather or other emergencies, school may be closed. An announcement of such a closing will be made on the district website and through school text messages no later than 6:00 AM on the day in question. An earlier notice will be given (such as the previous evening) when possible.

- Changing weather patterns require that we are conservative regarding closing school. Days canceled require adjustments in the calendar to meet state regulations for the number of days students must attend school each year.

SCHOOL TELEPHONES

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

SEXUAL HARASSMENT

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

- "Employee" means any person who is authorized to act on behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and 30 including board members and school volunteers.
- "Student" means any person who is enrolled in any school or program of the School District.
- In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.In the case of a student of the School District, "sexual harassment" includes all forms of unwelcome conduct of a sexual nature by a student, an employee or any third person towards a student. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.
- All students, employees, patrons and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the School District.
- Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
- Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.
- Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, counselor, teacher by any board member of the School District. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance

form. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

- Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.
- The superintendent, principal, counselor, teacher and any board member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible: ○ obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harasser, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
    - take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
    - keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
    - conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;
    - based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment and prevent a recurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.
- During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation.
- It is the School District's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such retaliatory behavior.

STUDENT DATA INFORMATION

Parents should notify the school if there has been a change of address, telephone number(s), employer, and/or any other pertinent necessary information. This also applies to medical information such as a

change of physician to be contacted or other matters related to the health of the student. Proper notification of parents in the case of an emergency is contingent upon proper information being provided.

STRONG READERS ACT

The purpose of the Strong Readers Act is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading, that school district board of education policies facilitate reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian be informed of that student's reading progress. See the SDE website for more information:
https://oklahoma.gov/education/services/literacy-policy-and-programs/strongreaders.html

SUBSTITUTE POLICY

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

TOBACCO USE PROHIBITED

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

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

disciplined in accordance with the discipline schedule published in the student handbooks.
REFERENCE: 63 O.S. Sec.1-1522, et seq. 20 U.S.C. Sec. 6083

TRANSFER POLICY

- Beginning January 1, 2000, a request for a transfer into this District initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident District does not offer the grade or the class the student is entitled to pursue could be approved if they meet ALL policy guidelines of this School District.
- The fact that the District has adopted an open transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.
- A transfer will NOT be approved if this District does not: (1) provide the courses/educational program(s) in which the applicant desires to enroll, (2) have adequate facilities to provide the courses/educational program(s) in which the student desires to enroll, or (3) have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll. Denial will result if the acceptance of the transfer would place a financial or education burden on District families or staff in the courses/educational programs the student would attend, exceed class size limitations set by state law or District policy, or exceed a percentage of such class size limitations as set by the Superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to percent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
- Transfers will not be considered if the student desiring to transfer has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school inside or outside the State of Oklahoma or any court inside or outside the State of Oklahoma, show the student at any time:
    - Has violated school regulations.
    - Has committed an act commonly regarded as being immoral.
    - Has been adjudicated as a delinquent from an offense that is not a violent offense under relevant Oklahoma law.
    - Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law.
    - Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense.
    - Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense.
    - Has committed on school property, in school transportation, or at a school event a violent act or an act 34 showing deliberate or reckless disregard for the health or safety of faculty or others.
    - Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, a wireless telecommunication device, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities.
    - Has possessed on school property; while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law.

- The entire transfer policy may be obtained from any of the principal's offices as well as the central administrative office.

USE OF COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES

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

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

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

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

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

Inappropriate Conduct

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

- Unlawful or malicious activities;
- Proprietary purposes;
- Misrepresentation of any kind;
- Chain letters or overly broad mass mailings or postings not approved by the District;
- Using abusive or harassing language or symbols;
- Congesting or disrupting networks and systems;
- Embarrassing, denigrating, or libeling any individual or organization;
- Implying District endorsement of commercial products not its own; and
- Viewing, allowing to be viewed, or transmitting pictures or word descriptions of an erotic, sexual, sadistic, or 35 masochistic nature, or providing information on where such can be accessed. See also the District's policy regarding Internet Safety and it's more detailed statement of inappropriate usage of technology resources.

Supervisory Responsibility

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

No Right of Privacy

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

Limitation of Liability

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

VIRTUAL FRIDAY

Each Friday is designated as a virtual learning day. Students are expected to complete assignments sent home by teachers. These assignments practice and review skills learned during the school year. Parents are encouraged to provide a quiet space and help students stay on schedule. Work is due to following Monday to the teacher.

VOLUNTEERS

Parents are invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Parents may visit the classroom only when invited by the teacher or administrator to serve as a volunteer.

Coyle Public Schools, adheres to state-mandated background check requirements for individuals wishing to volunteer within the district. As per Senate Bill 842, effective July 1, 2025, all volunteers must undergo

a national criminal history record check, including fingerprinting, conducted by the Oklahoma State Bureau of Investigation (OSBI). The fee for this background check is paid by the individual.

- Background checks are required for all school volunteers with direct contact with children.
    - Must be on file in the office.
- All visitors should report to the office and sign in.
- Volunteers are expected to be professional in their roles as volunteers and to be positive about their jobs and the school system.
- A friendly, courteous relationship is expected between teachers and volunteers
- Volunteers are expected to dress appropriately and be neat and clean in appearance.

WATER BOTTLE POLICY

To help students stay healthy and hydrated, water bottles are allowed at school.

Rules:

- Water only — no juice, soda, or flavored water (no Cirkul).
- Bottles must have a tight lid and the student's name on them.
- Clear bottles are preferred so contents are easily visible.
- No stickers, labels, or decorations on bottles.
- Students may drink water during class if it's not distracting.
- Bottles should be refilled at water stations (fountains and sinks) and kept clean each day.
- Do not share water bottles with others.
- Teachers may ask students to put bottles away during special activities.

WELLNESS POLICY

Purpose:

Coyle Public Schools is committed to supporting the health, wellness, and academic success of all students and staff. Our wellness policy promotes healthy eating, physical activity, and overall well-being.

Nutrition:

- School meals meet USDA nutrition standards.
- Healthy foods and drinks are encouraged in classrooms, fundraisers, and school events.
- Free drinking water is available throughout the school.
- Students have sufficient time to eat: at least 10 minutes for breakfast and 20 minutes for lunch.

Physical Activity:

- Students participate in regular physical education and activity.
- Recess and classroom activity breaks are encouraged.

Nutrition Education:

- Students learn about healthy eating and making smart food choices.
- Families receive information and resources about wellness and nutrition.

Staff Wellness:

- Staff are encouraged to participate in wellness programs and professional development on health and nutrition.

Implementation & Review:

- The Superintendent and Nutrition Manager oversee the policy.
- Parents, staff, and the community can help review and improve the policy.
- Policy compliance is assessed at least every three years.

WIRELESS TELECOMMUNICATION DEVICES

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