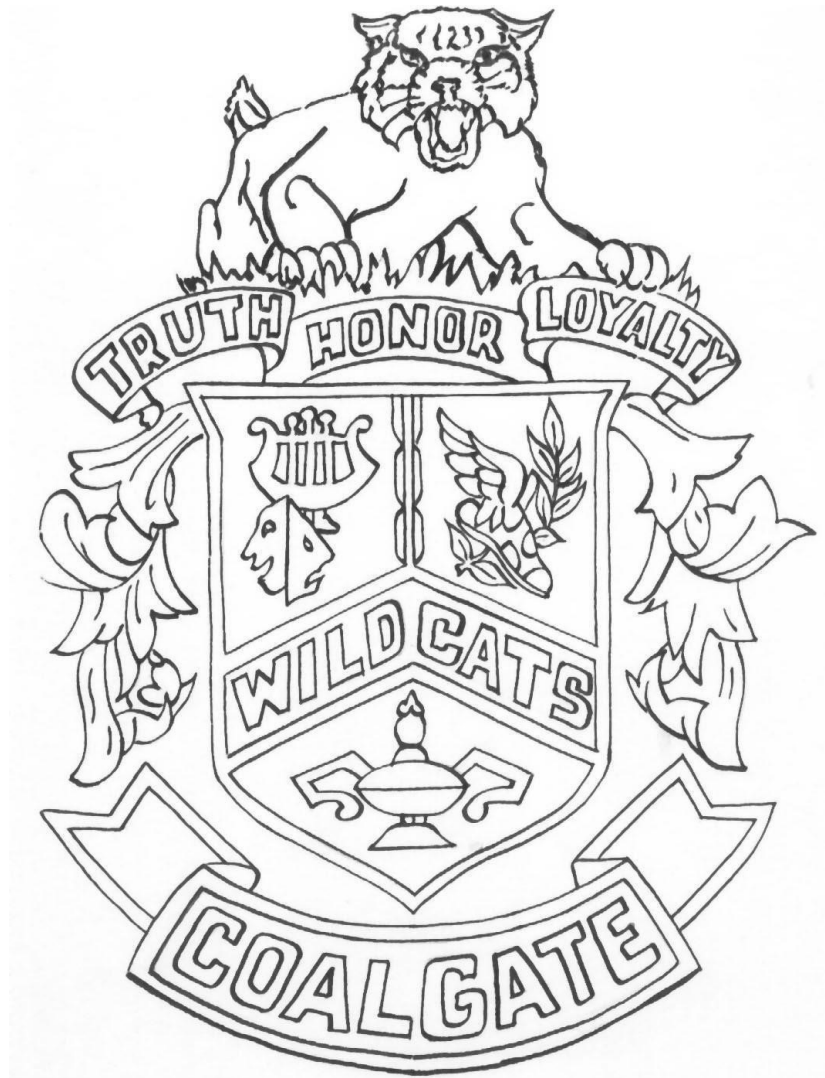


Coalgate Public Schools



2026-2027
Student Handbook

BOARD OF EDUCATION

Justin Brown, President
 Mark Benedict, Vice-President
 Chad Lackey, Member

Tracy Penney, Clerk
 Gary Hensley, Member

CENTRAL OFFICE ADMINISTRATION

Phil Wilkinson Superintendent of Schools
 Zac Cater..... Athletic Director
 Amy Mauk Federal Programs Director

PRINCIPALS

Angela Hughes.....Coalgate High School
 Scott Roe..... Wallace Byrd Middle School
 Chad Hilburn E. E Emerson Elementary

COUNSELORS

Angie West School Counselor high school & middle school
 Natalie Wilkinson.....School Counselor elementary school

TELEPHONE NUMBER - (580) 927-2351

Superintendent's Secretary Ext 100
 Coalgate High School Office. Ext 105
 Wallace Byrd Middle School Office Ext 103
 E. E. Emerson Elementary School Office.....Ext 125
 Gym-Girls Ext 138
 Gym-Boys Ext 139
 Bus Barn..... Ext 131
 Lunchroom. Ext 135 Federal
 Programs.. Ext 107

Fax Numbers:

Superintendent 580-927-2694
 High School 580-927-4020
 Middle School 580-927-4031
 Elementary School 580-927-3537

STATEMENT OF NON-DISCRIMINATION

It is the policy of Coalgate Independent School District not to discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its vocational and educational programs, services, activities, or employment as required by Title VI of the Civil rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The district has designated the following individuals to receive discrimination complaints:

Phone Number (580) 927-2351

Kim Plunkett disabilities – ext. 129
Amy Mauk race, color, national origin, age, sex, and all other
complaints – ext. 108

Bullying Investigators

Amy Mauk.....district bullying coordinator
Chad Hilburn.....site investigator (elementary)
Scott Roe.....site investigator (middle school)
Angela Hughes.....site investigator (high school)
Scott Roe.....alternate investigator (elementary and high school)
Angela Hughes.....alternate investigator (middle school)

**Coalgate Public Schools
2026/2027 Calendar**

August	6 & 7 Enrollment 10, 11 & 12 In-Service 13 First Day of School
September	7 Labor Day - No School 24 Parent/Teacher Conference Day @ 3:15pm to 9:15pm 25 No School
October	12 <i>End of 1st Quarter</i> 15, 16 & 19 Fall Break - No School
November	23 - 27 Thanksgiving Break - No School
December	17 End of 1st Semester 18 - Jan. 1st Christmas Break - No School
January	4 Professional Development - No School 5 Classes Resume for 2 nd Semester 18 Martin Luther King Day - No School
February	11 Parent/Teacher Conference Day @ 3:15 to 9:15 12 No School 15 Presidents' Day - No School
March	4 <i>End of the 3rd Quarter</i> 5 No School 12 No School 15 - 19 Spring Break - No School 26 No School
April	2 No School - Good Friday 9 No School 16 & 19 No School 23 No School 30 No School
May	20 Last Day of School 21 Professional Development - HS Graduation

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

THE AMERICAN CREED

“I believe in the United States of America as a government of the people, by the people, whose just powers are derived from the consent of the governed, a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable, established upon these principles of freedom, equality, justice and humanity for which American Patriots sacrificed their lives and fortunes.”

THE EDUCATIONAL CREED

I believe that education is the strongest defense of a free nation, and that ignorance is a curse to any people. I believe that the United States is the best guarantee of the rights vouchsafed to us by the Constitution. I believe, further, that the public schools of the land are the cradle of our democracy and that in the classroom and upon the playground, where the sons and daughters of street sweepers and the railroad magnate or of the laborer and the multi-millionaire meet upon equal footing and stand upon their own individual merits, the lessons of democracy are best taught.

I believe that the hope of America is in her youth and that the battleground of the world is the heart of the child, and that government fails at its sources when it ceases to make ample provision for the development and nurture of its future citizens.

SCHOOL COLORS

Purple and White

SCHOOL SONG

Cheer, Cheer for ole Coalgate High
Wake up the echoes cheering her name
Raise a volley cheer on high
And shake down the thunder from the sky
What though the odds be great or small
Ole Coalgate High will win over all
While her loyal sons are marching
Onward to Victory!

DAILY SCHEDULES

Wallace Byrd Middle School (7-8)

07:35 A.M. – 08:05 A.M.	Breakfast
08:05 A.M.	First Bell
08:10 A.M. – 09:05 A.M.	First Period
09:10 A.M. – 10:00 A.M.	Second Period
10:05 A.M. – 10:55 A.M.	Third Period
11:00 A.M. – 11:50 P.M.	Fourth Period
11:50 P.M. – 12:20 P.M.	Lunch
12:25 P.M. – 1:40 P.M.	Fifth Period/A.A.
01:45 P.M. – 02:35 P.M.	Sixth Period
02:40 P.M. – 03:30 P.M.	Seventh Period

Coalgate High School (9-12)

07:35 A.M. – 08:05 A.M.	Breakfast
08:05 A.M.	First Bell
08:10 A.M. – 09:05 A.M.	First Period
09:10 A.M. – 10:00 A.M.	Second Period
10:05 A.M. – 10:55 A.M.	Third Period
11:00 A.M. – 12:15 P.M.	Fourth Period/A.A.
12:15 P.M. – 12:45 P.M.	Lunch
12:50 P.M. – 01:40 P.M.	Fifth Period
01:45 P.M. – 02:35 P.M.	Sixth Period
02:40 P.M. – 03:30 P.M.	Seventh Period

For all sporting schedules, please visit the Coalgate Public Schools website at www.coalgateschools.org

COALGATE I.S.D. CODE OF STUDENT CONDUCT**PURPOSE**

The objective of the Coalgate Independent School District is to provide students with an environment conducive to obtaining a high quality education. The responsibility for providing an atmosphere free from disruptions and distractions demands that students adhere to a code of conduct. Our students are developing an awareness of and an involvement in issues and problems that exist in our community, our state, our nation, and the rest of the world. As students discover their rights they should also recognize

their responsibilities. The proper balance of rights and privileges with duties, responsibilities, and obligations is essential to the development of a creative, productive school community.

CODE OF CONDUCT

RESPONSIBILITIES OF THE SCHOOL COMMUNITY

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among student, parent, and educator requires that:

STUDENTS

1. Attend all classes, daily and on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Be properly attired.
4. Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner.
5. Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct, and cheating.
6. Obey all district and school policies, rules, and regulations.
7. Seek changes in district and school policies, rules, and regulations in an orderly and responsible manner through approved channels.

PARENTS AND/OR GUARDIANS

1. Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
2. Assist their child in being properly attired.
3. Take an active interest in the over-all school program.
4. Communicate regularly with the school concerning their child's conduct and progress.
5. Discuss report cards and work assignments with their child.
6. Bring to the attention of school authorities any problems or condition that affects their child.
7. Maintain up-to-date home, work and emergency telephone numbers at the school.
8. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.

SCHOOL PERSONNEL

1. Maintain an atmosphere conducive to good behavior.

2. Be in regular attendance and on time and be prepared to perform their duties with appropriate working materials.
3. Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner.
4. Plan a flexible curriculum to meet the needs of all students.
5. Promote effective training and discipline based upon fair and impartial treatment of all students.
6. Encourage parents and guardians to keep in regular communication with the school and encourage parental participation in school affairs.
7. Develop a cooperative working relationship among staff and students.
8. Obey district and school policies, rules, and regulations.

This Code of Conduct and other aspects of the discipline management plan will be assessed and implemented by each campus principal, and the principal has the responsibility, according to procedures and causes specified in this document, for suspending a student for disciplinary reasons. The principal may remove a student to an alternative education program, according to this plan, and the principal or his/her designee may remove a student from campus other than to an alternative program, as specified below.

Administrators, teachers, staff members, assistants, and substitute teachers are empowered to enforce the Code of Conduct.

All staff members are encouraged to seek the intervention of referral services whenever a need is indicated.

It should be noted that scholastic penalties will not be imposed for disciplinary infractions, except for incomplete assignments and cheating.

All types of offenses are not included in the following list, so modifications will be made, if necessary, at the discretion of the principal. **IN ALL INSTANCES, INTERPRETATION WILL BE LEFT TO THE DISCIPLINE ADMINISTRATOR TO MODIFY PENALTIES SUGGESTED WHENEVER EXTENUATING CIRCUMSTANCES ARE PRESENT.**

For all cases requiring official disciplinary action, a disciplinary record containing the name of the student, the nature of the misconduct, the names of the witnesses, the date, time and nature of the punishment, and other pertinent information shall be maintained. A copy, without the names of student witnesses, will also be sent to the student's parent or guardian.

The Code of Student Conduct prevails on all school property. School property shall be defined as any property owned by the school district or over which the school district or its personnel exert lawful authority, including vehicles and property visited by students in connection with a school sponsored or authorized activity, such as a field trip, extracurricular activity, or away game. In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action, which may include out-of-school suspension.

SCHOLASTIC INFRACTIONS AND TARDIES

INFRACTIONS

HOMEWORK

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

The assignment of homework is flexible and is an individual instructional responsibility of the teachers in our school system. However, regular homework assignments should be anticipated. Certain classes will require more frequent homework than others, but students should make specific preparations for completing homework assignments.

INCOMPLETE ASSIGNMENTS

Failure to do homework or class assignments is a violation. Consequences may be as follows: For all assignments not turned in on time, a grade of zero may be assessed. Teachers may allow students to make up work at their own discretion. Incomplete assignments turned in on time will be graded and credit given only for work completed. This does not apply to situations involving absences. (See "Absentee Policy.") Assignment to detention hall may be used to encourage students to complete assigned work.

Exceptions to the above may be allowed only upon approval by the principal.

CHEATING

Consequences may be as follows: Zero may be given on work and parent should be notified in cases of cheating. The teacher and/or the campus administrator will make the final judgment concerning cases of cheating.

TARDIES

A tardy occurs whenever a student is late to a class without justifiable cause as determined by the principal. Consequences for tardiness may be as follows:

1. One day of noon detention.
2. On the fourth tardy – three days of noon detention.
3. On the seventh tardy – three days of ISI
4. On the tenth tardy – three days of out-of-school suspension.

STUDENT BEHAVIOR

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 outof-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure

24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possessing, distributing, or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test.
31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
34. Possession or claimed possession of illegal and/or drug related paraphernalia
35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription and/or non-prescription medicine while at school and school related functions without prior district approval
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
39. Theft
40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
41. Truancy
42. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the District's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*.
43. Use, possession, claimed possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing

tobacco, snuff, matches, lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

44. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
45. Using racial, religious, ethnic, sexual, gender or disability-related epithets
46. Use of school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law.
47. Vandalism
48. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
49. Vulgarity
50. Willful damage to school property
51. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Sample Disciplinary Options

- *Instructor or Administrator Intervention*

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

- *Detention or In-School Intervention*

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

- *Alternative In-School Placement*

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

- *Out of School Student Suspension*

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Student Privileges While Under Suspension

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

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

Tobacco & Vaping Consequences

Due to the increase in tobacco use among students, the following will be the disciplinary action taken when students are found possessing, using, or distributing tobacco products of any form.

First violation will result in automatic three day in-school intervention.

Second violation will result in automatic three day in-school intervention AND a monetary fine determined by appropriate law enforcement.

Third violation will result in potential out-of-school suspension and/or placement in alternative education program, and additional monetary fines determined by appropriate law enforcement.

Any distribution of tobacco/vaping products or paraphernalia will result in automatic five days of in-school intervention AND a monetary fine determined by appropriate law enforcement. Distribution is defined as sharing products and or paraphernalia with other students or selling/trading products and/or paraphernalia to other students.

PROCEDURE FOR HANDLING BUS MISCONDUCT

Riding to and from school is an extension of the school day for our students. All school rules apply to students being transported on a Coalgate school bus. Riding a school bus is a privilege not a right. The safety of our students while on a school bus is a must, and our drivers can't risk that safety at any time. We encourage parents to stress the importance of bus behavior to their children.

RULES AND REGULATIONS GOVERNING SCHOOL BUS STUDENTS

1. Students will be expected to remain in their seats for the duration of the trip and until the bus comes to a complete stop.
2. At no time will a student act toward or address comments to a bus driver in a disrespectful manner or in any manner to harass or distract him/her.
3. Students shall not throw, pitch, or shoot articles within the bus or out of the windows of the bus.
4. Students shall not write upon, disfigure or destroy any part of the school bus.
5. Students shall not take or handle any emergency equipment inside the bus.
6. Students shall not extend any part of their body, clothing, or other articles out of the bus window.
7. Students shall never board or leave a bus through the emergency door except in an emergency.
8. Students will not be allowed to move about in the bus while it is in motion.
9. Students shall not carry weapons of any kind, explosives (fireworks), unsheathed pointed articles, or knives of any kind on the bus.
10. Scuffling, fighting, and the use of threats, physical or verbal abuse, profanity, vulgarity, obscene language, racial, ethnic or sexual epithets or possession of obscene materials on the bus are forbidden.
11. Students shall not smoke, possess tobacco, or strike matches on the bus.
12. Students shall not yell, scream, whistle, or bring radios, tape or CD players on the bus.

13. Students shall not carry or consume alcoholic beverages, low-point beer or illegal chemical substances aboard a school bus.
14. Students shall not carry animals on the bus.
15. No one will be allowed to get off a bus except at home or school unless authorized, in writing, by parent or legal guardian and signed by an administrator.
16. Bus riders shall not eat or drink on the bus or litter the bus with debris.
17. Students should not deny another person a place to sit by taking up more than one seat space on the bus.
18. Students should not stand near the front of the bus, and never attempt to operate the passenger door except in case of extreme emergency.

CONSEQUENCES: No

TOLERANCE

- Out-of-school suspension with parent conference.
- Proper law enforcement may be notified.
- Student will lose bus privileges for a designated period.
- Alternative school or long-term out-of-school suspension. Student will have right to due process before the board of education for out-of-school suspension.

DRESS CODE

Parents have the responsibility to send their child to school neatly groomed and modestly dressed in apparel that promotes the good health, safety, and general well-being of the child. If parents DO NOT accept responsibility, it may be necessary for school officials or teachers to counsel the student.

Rules:

1. The torso (back, chest, and stomach) will be covered. No tank tops. Girls' straps must be at least the width of their own two fingers.
2. Shorts, dresses and skirts will be not more than 8 inches above the top part of the knee. All shorts must be hemmed. Holes in shorts or pants above the 8 inches are not allowed.
3. No gym shorts. Consequences:
 - 1st offense – student will be asked to change to meet dress code.
 - 2nd offense – conference with parent. Student may lose privilege of wearing shorts to school.

Students should dress in a manner appropriate for school. Students should refrain from wearing any clothing, accessory, make-up, hair style or arrangement or decoration worn or displayed on the body that is likely to cause a substantial and material disruption of school operations. Appropriate school dress

would NOT include swim suits, halter tops, cut-off shirts, see-through clothing or extremely short skirts or shorts. Nor would appropriate school dress include clothing or accessories that display symbols, picture, lettering or numbering that is profane, vulgar, repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, illegal chemical substances, drug related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors. Shoes must be worn. Students are expected to be neat and clean at all times. Boys and girls will be treated equally concerning types of clothing and head dress. No hats, dark sun glasses (other than prescription lenses required for indoor use), or other head apparel will be worn in the building by students. Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Decisions on appropriateness of dress will be made by campus administrators. If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. Any student in violation of this policy shall be subject to appropriate disciplinary action.

COALGATE I.S.D. DISCIPLINE POLICY

The Coalgate I.S.D. Discipline Policy has been designed to provide an acceptable climate for learning and for the development of behavior patterns necessary for successful living.

The best educational climate is enhanced by good discipline. Classroom behavior should encompass a respectful and courteous attitude toward people, classroom materials, and equipment. Students have the responsibility of attending class regularly and promptly, meeting class requirements and observing classroom and school rules. In addition to this, students have an obligation to be respectful and courteous to their fellow students, teachers and staff and to practice self-control in the total school environment. It is the parents' responsibility to be supportive of the school and to work with teachers and administrators in the best interest of the child. Parents can be very helpful in offering suggestions regarding discipline. Oklahoma School Law makes it clear that parents have the responsibility for seeing that their children attend school and comply with the attendance policy. (Oklahoma School Code, 70 O.S S 10-105).

It is the teacher's responsibility to be present and prepared to instruct and evaluate. Teachers shall inform students of course goals, objectives, and behavioral rules.

The teacher shall assume the primary responsibility for control within his/her classroom guided by policy and procedure from the Board of Education and administrators. A teacher, at any time, may bypass steps outlined in this policy and send a student directly to the building principal if the situation calls for such immediate action.

Punishment for offenses which are against the rules of the school shall consist of warnings, detentions, removal from classes within the school (SILC), out-of-school suspensions, and corporal punishment. All students will be subject to these disciplinary actions except those students with certified medical problems confirmed by a physician's statement.

The following is the disciplinary actions and procedures to be taken to correct situations that can adversely affect learning and positive development. In cases of out-of-school suspension, this handbook identifies the student's right to due process.

The actions and procedures to be followed shall be interpreted by the principals and their designees (teachers) in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary actions which they find warranted by situations not addressed in this handbook.

DISCIPLINE PROCEDURES

CORPORAL PUNISHMENT

Refusal by parent or student to accept corporal punishment as a discipline consequence for the student will mean advancement of the offense to the next level of consequences.

IN-SCHOOL INTERVENTION

In-School Intervention (ISI) is an in-school behavioral program in which the student will be assigned to successfully complete the academic work and behavioral objectives set forth at the time of assignment. No student will participate or attend any school activity until the following day after the assignment is completed.

APPEAL PROCESS

Students have the right to appeal out-of-school suspensions according to school policy.

COALGATE ATTENDANCE POLICY

The board of education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students not to miss more than ten (10) days each semester to earn credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case, basis by using the process outlined in this policy.

Absences

The following types of absences could be excused by the Internal Activity Review Committee if the number of absences accumulated by a student during the school year exceeds the ten (10) absences allowed per semester:

1. Illness of the student or immediate family member;

2. Family emergencies;
3. Death of an immediate family member;
4. Medical appointments;
5. Legal matters, including service on a grand, multi-county grand, or petit jury
6. Travel to and from and observance of holidays required by student's religious affiliation; and
7. Extenuating circumstances deemed necessary by the principal

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 for one of the above reasons. Parents are required to contact the school and provide documentation regarding illnesses, court appearances, first attempts for driver's license, family emergencies or other reasons for student absence. The student must make up all work missed, and, if timely submitted, the district will accept it at full credit. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Any student and/or parent of a student who exceeds the 10 days of absence per semester 90% attendance rule and feels that he or she has extenuating circumstances that explain the absences that exceed this number may request review by the district's attendance committee. The committee will consist of a building level administrator, two teachers and a counselor. This committee may, at the discretion of the superintendent be the same as the Internal Activities Review Committee ("IARC"). Consideration will be given as to the reason for the absences (such as extended illnesses of the student or immediate family members as documented by a physician, family emergencies or death of an immediate family member) as well as to the attempts by parents to minimize the absenteeism.

School Activities

1. Students involved in school sponsored activities are limited to ten absences per school year per class period. Ten additional absences may be granted for state and national events as long as the student has earned the right to participate *and* is participating in the state or national event.
2. Students will be allowed to make up any work missed while participating but must make up the work within the period established by the assigned teacher. Reasonable time to make up work missed shall not be unreasonably withheld.
3. Absences for the following reasons will not be charged against the ten absence limit:
 - a. Activities held on campus, sanctioned by the superintendent;
 - b. Serving as a Page in the Legislature;

- c. On campus visits by college representatives/vocational representatives;
 - d. College entrance exams;
 - e. Field trips in conjunction with a unit being taught in an academic class;
 - f. Students excused to make appearances before local civic groups;
 - g. Grade level field trips to area technology centers.
4. Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, making arrangements with instructors to make up work, and working cooperatively with teachers and administrators when absences cannot or will not be approved even though a student's request is not otherwise unreasonable.
 5. Principals will keep or cause to be kept a record of those days or class periods missed by students due to school sponsored activities. These records will be open for inspection by the student, parent or guardian of the students, sponsors, coaches and teachers with a need to know this information.
 6. Absences that exceed the maximum permitted by this policy and which do not have the written permission of the IARC shall be counted as an unexcused absence in accordance with board policy.

Sponsor/Teacher or Coach Responsibilities

1. Sponsors/teachers or coaches are required to prepare a list of activities that the student may attend during the school year and provide students with the list. The same list must be furnished to the principal at the beginning of the school year but no later than fifteen days following the first day of school for students. The material prepared by sponsors/teachers or coaches shall include the criteria for eligibility for the particular activity for which the sponsor/teacher or coach is responsible, the goals of the activity and the manner in which the goals meet school and community expectations.
2. Sponsors/teachers or coaches should assist students in selecting those activities that will benefit the student and/or the school.
3. Sponsors/teachers or coaches must check activity absences regularly in order to help students plan for future absences.
4. Sponsors/teachers or coaches must be fully familiar with this policy and capable of mentoring students to avoid unnecessary and unproductive absences from classes.

5. No sponsor/teacher or coach shall misrepresent the reason for a student's absence or sanction a student's absence from a class period that is not related to the school sponsored activity in which the student is involved.

Internal Activity Review Committee (for extracurricular activities)

The board of education has established an IARC composed of the following positions: the principal or principal's designee, regular classroom teacher (in a core subject), athletic director, coach/sponsor, parent. The individuals who shall serve on this committee shall be appointed annually by the board following a recommendation by the superintendent. The superintendent may suggest additional individuals to serve on the committee but shall not have fewer than 5 individuals recommended to serve on the committee. The committee shall resolve questions regarding excused or unexcused absences related to extracurricular activities using procedures that the committee shall designate which allow for consideration of the district's policy, emphasis on the importance of students attending classes on a regular basis, and an opportunity for the student and student's representatives and school representatives to be fully heard regarding the treatment of and consequence of an absence. The committee shall also be responsible for resolving any dispute regarding whether a student made up his or her work within a reasonable period designated by the instructor or administrator.

Any party who objects to a decision of the IARC may appeal the decision to the board of education by filing an appeal within 5 business days of the IARC's written decision with the clerk of the board of education with a copy of the appeal to the superintendent of Schools.

In addition to the above responsibilities the IARC shall review and recommend to the board policy changes or additions designed to ensure that the district's treatment of school attendance and opportunity for participation in extracurricular activities is consistent with applicable law, school board policies and rules and regulations adopted by the Oklahoma State Board of Education and athletics associations in which the district participates.

The board of education has final authority in deciding if a student's deviation from the ten day or class period rule shall be approved. The board can exercise this authority by conducting a hearing in which all sides shall be heard or can exercise its authority by voting to uphold a decision of the IARC or voting not to reconsider the IARC's decision or findings in a particular matter.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work will be made up with a grade adjustment.

Truancy

A student is considered truant when absent from school without the parents' knowledge or leaving school without permission of the principal or his/her designated representative. Students who are truant will be subject to disciplinary action and will be ineligible to participate in school activities for the day. Truant students will make up all missed work with a grade adjustment.

Tardies

1. A student is tardy who is not in the classroom when the bell to begin the period sounds.
2. A student who is more than fifteen (15) minutes late is counted absent for the period.

Attendance Requirements

Students are subject to compulsory school attendance and truancy laws as required by statutes of the State of Oklahoma and regulations of the State Board of Education. If a child is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Parents will be notified by letter or in person upon their child's fifth (5th) absence, regardless of reason for absence. Parents are expected to contact the school prior to their child's absence from school. The Board of Education designates all building principals and other specified employees as attendance officers for the Coalgate Public Schools. It shall be the duty of each school and the District to maintain attendance records and provide attendance information to the District Court designee.

In order to pass a class, a student must miss no more than ten (10) times in a semester. Students whose absences are due to religious observances may contact the site administrator to receive a waiver of this requirement. If a student misses more days due to serious illness or injury, the site administrator must concur that the illness or injury is serious enough to prevent the student from attending school. The school may require a doctor's certificate to certify that any student is physically unable to attend classes. If a student transfers from another school, his/her absences at that school count toward the total of ten (10) at Coalgate.

Truancy and Non-Compliance

Truancy is defined as absence from school without valid excuse when the parent/guardian and/or school does not know the child's whereabouts during the school day. A truant is a student who has accumulated ten (10) or more unexcused absences in a school year. Other examples of **attendance non-compliance** include skipping a class, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the office, and/or teacher, leaving class without permission, erroneous phone calls to have a student dismissed from class, and other fraudulent absences

or attempts to be absent from school not covered in this definition. If a student is absent without an excuse, he/she will be ineligible to participate in any school activity that day or night.

GENERAL INFORMATION

ACCREDITATION

Coalgate I.S.D. is accredited by the Oklahoma State Department of Education. This rating signifies that the school board of the Coalgate I.S.D. is offering an adequate program of education for the students in our school district and has the approval of the Oklahoma State Department of Education.

ENROLLMENT PROCEDURES

Students wishing to enroll in Coalgate I.S.D. should be accompanied by a parent, guardian, or adult who has the legal responsibility of tending to the welfare of the student. If the responsible adult is not the parent, legal documentation must be provided to school officials that establishes student residency. Students cannot be officially registered until all information and records are complete. All students who enroll in Coalgate I.S.D. must be residents of the district or must be legal transfers that are approved by the Oklahoma State Department of Education. Students must be able to furnish proof of age and immunization (polio, dpt., rubella, and mumps).

CHANGE OF CLASSES

Students will have an opportunity to change classes during the first three days of the current semester. After that time they will not be permitted to drop or change classes. Class Changes will be subject to the principal's permission.

RETENTION

The promotion or retention of pupils shall be determined through the evaluation of the total growth of the individual child rather than the rate of academic achievement. Students who do not do satisfactory work during the school term will be submitted to a retention committee. The retention committee shall be made up of school personnel who shall determine if it is in the student's best interest to repeat a grade. If the committee determines that retention is in the student's best interest, the student's parents, if dissatisfied with the determination, may appeal the decision by following the School District's appeal process. The parent of a student who receives a failing grade in a specific academic course also has the right to appeal that determination. Retention in school is a serious matter, and students should work to keep their progress at a level which will not jeopardize their promotion to the next level of learning.

WITHDRAWAL PROCEDURES

Parents should inform the school of their intent to withdraw their children from school at least one day before their last day, so that records can be cleared and a withdrawal form issued. Each student is involved with several teachers, so it takes time to gather the necessary information.

State Requirements for graduation

Please take note that the Oklahoma State Department of Education requirements for high school graduation have changed for the incoming freshmen of 2026. Since there are different graduation tracks now depending on a student's graduation year, referring to this link at the Oklahoma State Department of Education is the best, most up to date information for determining the requirements for your specific student. Please be aware that Coalgate Public Schools requires a total of **25** credits for graduation.

<https://oklahoma.gov/education/services/student-development/graduation-resources/state-graduation-requirements.html>

Okla. Admin. Code § 210:35-9-31 Each high school's academic program shall be designed to prepare all students for employment and/or postsecondary education. The secondary academic program shall be designed to provide the teaching and learning of the skills and knowledge in the Oklahoma Academic Standards. All high schools accredited by the State Department of Education shall offer the college preparatory/work ready curriculum required for the students to earn a standard diploma during grades nine (9) through twelve (12). To meet graduation requirements, local options may include courses taken by advanced placement, concurrent enrollment, correspondence courses, supplemental online courses, or courses bearing different titles. Awarding of credits and grades are locally controlled and school board policies are highly encouraged to ensure consistency and equity.

Under 70 O.S. § 11-103.6, state law requires students entering the ninth grade to complete the college preparatory/work ready high school curriculum outlined in the statute. However, In lieu of the requirements of the college preparatory/work ready curriculum, a student may enroll in the core curriculum as provided in subsection D of this section upon written approval of the parent or legal guardian of the student. For students under the age of eighteen (18) school districts shall require a parent or legal guardian of the student to meet with a designee of the school prior to enrollment in the core curriculum unless the student's parent or legal guardian approves the student to enroll in the core curriculum. College Preparatory/Work Ready Parental Curriculum Choice Letter (opt out).

MID-TERM AND SEMESTER GRADES

Each student's semester grade is determined by the following criteria:

1. Daily grades will count 45%
2. Examinations will count 45%
3. Comprehensive semester test will count 10%

A minimum of twelve chapter or unit tests will be administered each semester grading period. A minimum of three grades will be recorded each week. These may be any combination of daily or test grades.

SEMESTER TEST EXEMPTION

This has been discontinued. All students will take semester tests.

PERFECT ATTENDANCE

Perfect attendance will once again be recognized at each of the school sites during the end of the year award assemblies. Perfect attendance is when students have no tardies and no absences, (excused & unexcused) outside of school activities, for the entire school year.

HONORS CREDIT (9TH-12TH grades)

These courses are on a 5.0 grading scale. This scale will be reflected on students' transcripts.

Advanced courses are as follows:

Honors English I

Honors Geometry

Honors English II

Computer Science Principles

Honors Algebra II

Chemistry II

Physics

Honors English III

Pre-Calculus/Trigonometry

Honors English IV

Calculus

All Concurrent College Coursework

CONCURRENT ENROLLMENT

In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her junior/senior year.

In order to enroll concurrently in college coursework, students must meet the following requirements:

Be a junior/senior enrolled in sufficient credits to complete graduation requirements by the end of their senior school year.

Must meet Oklahoma State Regents, college and university ACT and grade point average enrollment requirements.

Must be enrolled in a minimum of 6 units of study for the school year. This may include a combination of college and high school enrollment.

Must have the written permission of a parent or legal guardian.

College credits received must be recorded on the high school transcript.

The following higher education courses commonly taken through concurrent enrollment will be recorded on the high school transcripts to count toward these high school credits:

- | | |
|---|------------------------------------|
| ○ College Algebra | 1 unit High School Algebra II |
| ○ General Biology | 1 unit High School Biology II |
| ○ General Botany | 1 unit High School Botany |
| ○ English Composition I | ½ unit English IV |
| ○ English Composition II | ½ unit English IV |
| ○ Introduction to Chemistry | 1 unit High School Chemistry |
| ○ American History Survey to 1877 | 1 unit High School U.S. History |
| ○ American History Survey from 1877 | 1 unit High School U.S. History |
| ○ World Civilizations/Modern Western Civilizations | 1 unit World History |
| ○ Introduction to Geography | 1 unit High School World Geography |
| ○ American Federal Government | 1 unit High School American Govt. |
| ○ Introduction to Speech | 1 unit High School Speech |
| ○ Introduction to Psychology | 1 unit High School Psychology |
| ○ Introduction to Sociology | 1 unit High School Sociology |
| ○ Humanities | 1 unit High School Liberal Arts |
| ○ Music Appreciation | 1 unit High School Liberal Arts |
| ○ Art Appreciation | 1 unit High School Liberal Arts |
| Film Studies | 1 unit High School Liberal Arts |
| First Aid | 1 unit Health |
| ○ Health | 1 unit Health |
| ○ Other courses may be counted. Credit assignment will be determined at the time of enrollment. | |

GRADING SYSTEM

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

AP and Honors classes will be graded on a 5.0 scale. All other classes will be graded on a 4.0 scale.

REPORT CARDS

A mid-term grade report will be sent to parent/guardian each semester. Report cards will be sent out the week after each grading period on Friday.

PROGRESS REPORTS

Progress reports may be sent to parents at the mid-point of each nine weeks and any time that a teacher deems necessary.

HONOR ROLL

The Superintendent's Honor roll will consist of those students who have no grade below an "A." The Principal's Honor Roll will consist of students who maintain grades of "B" or above. (See grading scale for number grades and their corresponding letter grades.) Also, it is the policy of Coalgate Schools to honor seniors who have attained a grade average of 90% or above on all coursework awarded high school credit on transcript with no grade below a "B." These students will be recognized at the Annual Awards Assembly and graduation exercises. Final Honor Rolls are figured on a semester basis only.

IMMUNIZATION POLICY – Approved by the Oklahoma State Board of Health

Guide to Immunization Requirements in Oklahoma

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma.

Age/Grade	Required Immunizations with Cumulative Doses required		Recommended Immunizations
Child Care (Birth to 3 years)	4DTaP(diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) 1-4 Hib(Haemophilus influenza type B) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal Influenza (flu)
Preschool/Pre-K (4 years)	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
Kindergarten 6th	5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
7th-12th	1 Tdap (tetanus, diphtheria, pertussis) • 5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■	Seasonal influenza (flu) 2- 3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

•Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28-day minimum interval between doses of live vaccines not administered on the same day.

- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.

- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series that are administered after the due date do not affect final immunity.
- Children may be allowed to attend child care and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities. If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required. The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.
- ◀ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4th dose of IPV is not required.
- Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement.

TEXTBOOKS

All library and textbooks are the responsibility of the individual student. Students are liable for all lost or damaged books.

LIBRARY

In the library, each person should do his/her part to maintain a quiet atmosphere in which study and recreational reading will be a pleasure. The library regulations will be posted in the library or classroom. No food or drinks are allowed in the library.

COMPUTER LABS

Computers and Internet access are available for supervised on-campus use by students provided they have a signed Acceptable Use Policy on file.

LOCKERS

Lockers are provided for the convenience and use of high school and middle school students and for the protection of personal property. They must be kept clean, neat and closed. Students are not to write or mark on lockers. To maintain discipline and to insure the proper functioning of the educational process, school personnel must have access at all times to all school property, including lockers, desks, etc., assigned to students. Although students have privacy rights in their locker or desk contents as against

other students, they do not have privacy rights in their lockers or desks as against school administrators or teachers. School officials will have access to lockers or desks periodically for cleaning purposes and to locate overdue library and class materials. In addition, school officials may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time. A student may place a lock on his/her locker if he/she desires. The school is not responsible for articles missing from lockers. All students who use a lock must provide a key or combination to the lock to his/her building principal.

EMERGENCY DRILLS

The school will conduct the appropriate fire, tornado and other emergency drills during the course of the year as required by state law. A plan/procedure will be introduced at the beginning of the school term for each building site.

EXTRACURRICULAR ACTIVITIES

Coalgate I.S.D. is a member of the Oklahoma Secondary School Activities Association and will meet all O.S.S.A.A. regulations pertaining to activities under O.S.S.A.A. jurisdiction.

General Eligibility and Conduct Requirements for Activities (As Set Forth by the Oklahoma State Secondary School Activities Association)

Rule 3 – Scholastic Eligibility

Section 1. Semester Grades

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

Section 2. Student Eligibility During a Semester:

- A. Scholastic eligibility for a student will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of eligibility will always begin the Monday following the day eligibility is checked. (Forms will be turned into the office on Thursday afternoon.)
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in, on the day of the grade check he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- D. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- A. A senior student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
- B. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period.
- C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two weeks to apply this exception.)
- D. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.
- E. Any student that is academically ineligible will not be permitted to miss the class he/she is failing for any school activity.

Section 4.

Special education students who are enrolled in special education classes, have an Individual Education Plan and have been certified by the Principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

Rule 4 – Conduct of Students

Section 1:

- A. A student who is suspended from school or an activity who is under discipline shall be ineligible until reinstated by the principal.
- B. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct, shall be ineligible until reinstated by the principal. (See Board policy of OSSAA. sponsored play-off games.)
- C. Students ineligible under A or B are not eligible until reinstated by the principal after the minimum penalty is enforced.
- D. A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Secretary for review with the Board of Directors.
- E. If a student who is ineligible under A or B transfers, the principal shall notify the principal of the receiving school and the OSSAA Executive Secretary of the student's eligibility status.
- F. Any student currently suspended from an activity or expelled from school who enrolls in another school will be ineligible for the duration of the original suspension or expulsion until reinstated by the OSSAA Board of Directors.

Section 2:

No person shall enter a contest under an assumed name.

Section 3:

Any student who is a member of a gang or secret society in violation of the State Law of Oklahoma or the regulations of any local Board of Education is not eligible. Any student violating this rule will be subject to suspension for a period of one year.

To participate in an extra-curricular activity, a student must be in attendance the entire day of the activity. Exceptions will be made for medical, dental, legal emergencies and funerals. When school has been dismissed because of inclement weather, extra-curricular activities scheduled for that evening will be canceled. Exceptions to this will be made only if:

Control of the scheduling of the activity is in the hands of others. Examples: OSSAA sponsored activities and only then providing road conditions are safe.

Rule 5 – Drug Testing

Students participating in extracurricular activities, grade 7-12, will be required to participate in a drug testing program. All students will initially be tested and random testing will be administered during the course of the school year.

VISITORS

Visitors or parents arriving on campus must come to the principal's office immediately to check in. No visiting student will be permitted on campus without prior consent of the building principal.

CAFETERIA

The school provides a cafeteria for the benefit of students. At the present time, all meals are free to all students, regardless of household income. However, this is only possible when ALL students have a completed Free/Reduced Lunch Application returned to school at the time of enrollment.

Breakfast is served from 7:45 a.m. to 8:15 a.m.

Cost:

Lunches:

Adults\$2.65

Breakfast:

Adults\$1.60

POLICY FOR INSUFFICIENT FUNDS CHECKS

It is the policy of Coalgate Public Schools that all returned checks be handled in the same manner. The following steps will be used by the school:

- (1) When a check is returned to the school from the bank for insufficient funds the school clerk will notify the individual by phone that their check did not clear for payment.
- (2) The individual will be responsible for making arrangements for the check to be sent back to the bank for payment. The school will not hold the check longer than 30 days.
- (3) The check will be sent through at the time requested by the individual or at the end of the 30 day grace period.
- (4) If the check is returned to the school from the bank for insufficient funds a second time the school will notify the individual by phone and form letter that the check did not clear for a second time.
- (5) The individual will then have 30 days to pay the school by cash or money order. If the amount owed is paid, the check will be returned to the individual. If no payment is made within 30 days the check will then be turned over to the District Attorney's office.

Telephone/Cell Phones

The telephone in the office of the principal is to be used for business only. Students will not be allowed to use the phone unless an emergency exists. It is the policy of the Board of Education that to maintain a respectful, focused, and distraction-free learning environment, **student cell phone use during school**

hours is not allowed. This policy is also enforced by **Oklahoma law House Bill 1276**, which restricts student phone use during instructional time across the state. This policy applies to all personal electronic devices. The following chart describes the consequences for violating this Oklahoma law.

♦ **Consequences by Grade Level**

Offense	PK – 4th Grade	5th – 12th Grade
1st	Parent picks up phone from office; form signed	Parent picks up phone from office; form signed
2nd	Form signed; 2 day detention	Form signed; 2 days In-School Intervention (ISI)
3rd	Form signed; 5 days detention	Form signed; 5 days In-School Intervention (ISI)
4th	Form signed; 3 days OSS; review of placement	Form signed; 3 days OSS; review of placement

HALL CONDUCT

Students are expected to know and display proper conduct in the halls. Students will not shout, whistle, or make unusually loud noises. Students will not be in the halls while school is in session without a pass. Halls will be closed until 8:15 a.m. and between 12:05 p.m. and 12:30 p.m. Students will not run, push, trip others, litter, loiter, or publicly display affection in the halls.

LOST AND FOUND

Lost and Found Departments are located in the Principal's Office of the respective buildings.

MONEY AND VALUABLES

Students are reminded that money and other valuables left unattended are open invitations to thievery. It is strongly suggested that students keep money and other valuables on their person or under lock.

SOFT DRINK AND CANDY MACHINES

These machines are only to be used before school, during noon, and after school. Food and/or drinks will not be permitted in the classrooms, computer labs, library or auditorium. Students who use the vending machines are requested to use the provided containers for waste.

AUTOMOBILES

Students will use the parking lot north of the band building, the lot across the street north of the band building, or additional areas designated by the principal as needed.

Students will be required to obtain a parking permit from the high school secretary. Be prepared to complete an auto registration form with the details of the vehicle (make/year, color, tag#, expiration date, registered owner's name, insurance provider, and a copy of student's driver's license). Upon submitting completed form, students will receive **one free** numbered parking permit that must be placed in the rear glass of the vehicle. Permit must be visible. In the event a permit is lost, stolen, or the student needs additional permits for additional vehicles, he/she must purchase these additional permits at a cost of \$5 each.

Upon arrival at school, cars will be parked in these designated areas, and students will reenter their auto only upon permission from a staff member. Sitting in or loafing around parked cars is not permitted. The street in front of the Elementary School is closed to all student automobile traffic. To insure maximum safety for students loading buses and walking from school, students are asked to remain in respective student parking areas until buses have left the campus.

Transportation to and from Kiamichi Technology Center in Atoka will be provided by the school district. Students are not allowed to drive their own vehicles or ride with other students to the Technology Center without written permission from the principal.

ADMINISTRATION OF MEDICINE TO STUDENTS

Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

"Parent" means a parent, a court appointed guardian or a person having legal custody.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension. As further set out below, the district retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization 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 school nurse, an administrator or a designated

employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.

Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.

Students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication. • Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of selfadministration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
 - Narcotics;

- Prescription pain killers;
- Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
- Other medication hereafter designated in writing by the district.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the district's Management of Students with Diabetes policy.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.
- Nonprescription medication. School staff will only administer nonprescription medication with the parent's written authorization and 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;
 - Expiration date;
 - Dosage and frequency;
 - Administration route, i.e., oral, drops, etc.; and
 - Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription medication. School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student. The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a non-recoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- 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 school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;

- Lack of cooperation by the student, parent 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 raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed. Reference: OKLA. STAT. tit. 70 § 1-116.2

BUILDING AND CAMPUS

It is the responsibility of students to help keep the buildings, furniture and campus neat and as clean as possible at all times. It is hoped that each of us will take pride in keeping a neat appearance of our buildings and grounds. Please put trash or garbage in the conveniently placed dispensers.

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available and can be reviewed in the Superintendent's Office, 2 West Cedar, Coalgate, OK 74538.

HARASSMENT

The Coalgate Public Schools prohibits any form of harassment of any student or employee of the Coalgate Public Schools. In addition to possible legal consequences, individuals who harass other students or staff members are subject to any and all disciplinary consequences, up to and including outofschool suspension for students and termination for employees. The following individuals have been specially designated to receive complaints of discrimination and/or harassment, but students may make reports to teachers, counselors, principals, superintendent or board members.

Kim Plunkett disabilities

Amy Mauk race, color, national origin, age, sex, and all other

The Coalgate Public Schools will not tolerate retaliation for reporting harassment. The school will discipline any student that retaliates against anyone who reports an incident, testifies, or assists in any harassment investigation. Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment be it physical or verbal.

SEXUAL HARASSMENT

In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's code of student conduct.

Examples of prohibited sexual harassment are: Touching someone in ways that are not OK with him/her, making fun of someone's private body parts, passing a note with sexual content about someone's body, continuing to tell dirty jokes after being asked to stop, making slurs about someone's sexual orientation, and pressuring someone for sexual touches.

REPORTING SEXUAL HARASSMENT

Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment should report those incidents to his or her principal, counselor or teacher, or to a board member, the superintendent or one of the School District's compliance coordinators. If a report of sexual harassment needs to be made after normal school hours, then the student or his or her parent may contact the superintendent, principal or any board member at home.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above-designated persons.

All reports of sexual harassment should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the date of the prohibited activity and any other information necessary to a full report and investigation of the matter.

FOR FURTHER INFORMATION

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Contact the School District's Title IX coordinator Amy Mauk, 2 W. Cedar, Coalgate, OK 74538, 580-927-2351 ext 108, fax 580-927-2694, amauk@coalgateschools.org for further information concerning Title IX or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their building principal or the Superintendent.

DISABILITY HARASSMENT

The Coalgate Public Schools prohibits disability harassment under Section 504 and Title II of the Americans with Disabilities Act. Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's program. Harassing conduct may include verbal acts and name-calling, nonverbal behavior such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The following are examples of disability harassment:

1. Several students continually remark out loud to other students during class that a student with dyslexia is retarded or deaf and dumb and does not belong in the class; as a result, the harassed student has difficulty doing work in class and her grades decline.
2. A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.
3. A teacher subjects a student to inappropriate physical restraint because of conduct related to his disability, with the result that the student tries to avoid school through increased absences.

4. A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies and extracurricular activities as punishment for taking time off from school for required services related to the student's disability.
5. A teacher repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that she has great difficulty performing in class and learning.
6. Students continually taunt or belittle a student with mental retardation by mocking and intimidating him so he does not participate in class.

Contact the School District's Section 504/ADA Coordinator Kim Plunkett, Special Programs Director, 2 W. Cedar, Coalgate, OK 74538, 580-927-2351ext129, fax 580-927-2694, kplunkett@coalgateschools.org for further information concerning disability harassment or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their building principal or the Superintendent.

RULES FOR STUDENT REGARDING DRUGS AND ALCOHOL

Illegal and Illicit Drugs and Alcohol

1. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
2. 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, non-intoxicating alcoholic beverages (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.
3. "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.
4. "Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.
5. 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.
6. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

NECESSARY MEDICATIONS

- A. 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.

- B. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
- C. Violations of this rule will be reported to the student's parents by the principal and may result in discipline, which can include out-of-school suspension.

DISTRIBUTION OF INFORMATION

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

STUDENT BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

- A. Statutory definition of terms:

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

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a

telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, 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 or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Amy Mauk.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any

individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- 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 target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

HEAD LICE CONTROL

According to Oklahoma law (see Title 70 O.S. Section 1210.194), children who are excluded from attending school because of head lice should present certification from a health professional or an authorized representative of the OSDH (County Health Department) stating that he/she "is no longer afflicted with head lice" before reentry.

The ultimate responsibility for head lice treatment and control lies with the parents.

The Oklahoma State Department of Health (OSDH) recommends all schools adopt a "No Nit Policy" for head lice control. It eliminates subjectivity by requiring all lice (bug) and nits (eggs) to be removed from the hair and scalp.

Therefore, Coalgate Public Schools has instituted a "No Nit Policy". Random head checks will be done in all grades throughout the year. If a student is found to have lice and/or nits in their hair or scalp, they will be sent home. The student will be admitted back in school only when they produce a note from a health care professional stating they are lice and nit free.

PROCEDURE FOR STUDENTS BEING QUESTIONED BY LAW ENFORCEMENT AGENCIES

It is the policy of Coalgate Public Schools to notify parents before students are questioned by law enforcement personnel.

CLOSED CAMPUS POLICY

All students in grades 7-12 will stay on campus. No student will be allowed to leave the campus unless the principal has approved a request from the parent for an exemption to this policy for a particular date or unless leaving campus is a provision in the Individualized Education Plan of a student with disabilities. The principal will have absolute discretion in approving or rejecting a request for an exemption, and no appeal of that decision will be permitted to the superintendent or board of education. Parents who wish their child to eat lunch at home or who want to pick up their child for lunch away from campus must sign the student check-out sheet located in the principal's office.

A student who leaves campus without permission from the principal for the first offense will receive a warning that a future violation will result in a suspension, and, if the student left the campus as a driver or passenger in a vehicle, will lose the privilege of parking a vehicle on school property for a minimum of three school days. Provided, however, that a short-term or long-term out-of-school suspension from school and school activities may be imposed for a first violation if while the student is off campus the student is involved in the possession of tobacco products, alcoholic beverages, low-point beer, illegal chemical substances, or a weapon; performs an act that is violent or dangerous to others; or damages property.

A student who leaves campus without permission from the principal for the second offense will face out-of-school suspension from school and school activities, which may be either a short-term or longterm out-of-school suspension depending upon the acts committed by the student off campus, and, if leaving the campus by vehicle, will lose parking privileges on the campus for a minimum of 10 schools days after reinstatement.

A student who leaves campus without permission from the principal for the third offense will face either a long-term out-of-school suspension from school and school activities or an alternative placement, and, if leaving campus by vehicle, will lose parking privileges on the campus for a minimum of 30 school days after reinstatement after an out-of-school suspension or during the first 30 days after being placed in an alternative placement.

PUBLIC NOTICE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.
Parents or eligible student should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student's rights. Parents or eligible students may ask for the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they

want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the School District decides not to amend the record as requested by the parent or eligible student, the School District 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 authorized disclosures without consent.

One exception which permits disclosure without 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 and law enforcement unit personnel); 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 to 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 Coalgate School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

Copies of the School District's Student Records Policy and Procedures are available through the superintendent's office. Translation will be provided to non-English speaking parents in their native language, if needed.

All rights and protections given parents under FERPA transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an eligible student.

RIGHTS UNDER the PROTECTION of PUPIL RIGHTS AMENDMENT (PPRA)

PPRA 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) –

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

Receive notice and an opportunity to opt a student out of – 1. Any other protected information survey, regardless of funding;

2. 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; and
3. 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 – 1. Protected information surveys of students;

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

The Coalgate School District has developed and adopted 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. Coalgate 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. Coalgate School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/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. 20202-5901

DEFINITIONS OF SOME TERMS USED IN PPRA:

“Instructional Material” – instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

“Invasive Physical Examination” – any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Personal Information” – individually identifiable information including:

1. a student’s or parent’s first and last name;
2. a home or other physical address (including a street name and the name of a city or town);
3. a telephone number; or 4. a social security number.

The Family Policy Compliance Office (FPCO) in the Department of Education administers both FERPA and PPRA.

Communications

House Bill 3958 sets new rules for electronic communications between all school staff (part-time and fulltime) and students. Starting July 1, 2024, any and all electronic communications between a school employee and an individual student must include parents or guardians unless such communication is on a **school-approved platform**.

That is, an email, text message, instant message, direct message, social media message, or any other digital means of communication between a school employee and an individual student must either include the student's parents or guardians or take place on a school-approved communication platform.

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA) requires that the School District, with certain exceptions, obtain the written consent of the parent or eligible student prior to the disclosure of personally identifiable information from a child’s education records. However, the School District may disclose appropriately designated “directory information” without written consent, unless the parent or

eligible student has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing the student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The School District has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student's name;
- The names of the student's parents;
- The student's address;
- The student's telephone listing; • The student's electronic mail address; • The student's date and place of birth;
- The student's dates of attendance;
- The student's grade level (i.e., first grade, tenth grade, etc.);
- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and height, if a member of an athletic team;
- The student's photograph; and
- The most recent educational agency or institution attended.

Within the first three weeks of each school year, the School District will provide parents and eligible students the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the first three weeks of the school year, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

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

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

EVERY STUDENT SUCCEEDS ACT (ESSA) PARENTS RIGHT TO KNOW

Section 1111 (6) (A)-QUALIFICATIONS – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

According to the Act the information listed above must only be provided to parents who request the information. The LEA/school site must notify parents that they have the right to request the information. Section 1111 (6) (B) – ADDITIONAL INFORMATION. – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent –

- Information on the level of achievement of the parent's child in each of the State academic assessments.
- Timely notice that the parent's child had been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

The Act also requires that this information be provided to parents, to the extent practicable, in an understandable format and in a language that parents can understand.

COALGATE PUBLIC SCHOOLS TOBACCO USE REGULATION

Purpose

Children are especially susceptible to secondhand smoke exposure because their lungs are still developing. More than nine million children are exposed to secondhand smoke, which causes more than 300,000 lung infections, such as bronchitis and pneumonia and more likely to develop asthma.

Nearly 8.6 million children in the United States have asthma (60,000 in Oklahoma) accounting for 10 million lost school days annually and the leading cause of school absenteeism to chronic conditions.

Coalgate School wants to provide a safe and healthy environment for our students, staff and community and set the proper example for our students.

24/7 Tobacco Policy

The Coalgate Board of Education is committed to providing a healthy and productive environment for all persons using school facilities. The Board of Education also recognizes that tobacco use has been shown to be linked to illnesses and disability, and that federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the schools.

Therefore, effective April 8, 2014, smoking, chewing or any other use of tobacco products to include electronic smoking devices, by staff, students and members of the public is prohibited on, in or upon school property during the day and including non-school hours.

School Property Defined

“School Property” is defined as all property owned, leased, rented or otherwise used by any school in the district. This includes playgrounds, all athletic facilities, all maintenance building, school sites and campuses, parking lots and all school vehicles.

This regulation applies to employees of the school district, students, and visitors. This regulation applies to all public functions (ball games, concerts, etc), extracurricular activities and any outside agency using the district’s facilities. This is in effect 24 hours per day, seven days per week.

Tobacco “Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for inhaling, dipping, chewing or smoking, and includes cloves or any other product packaged for smoking.

“Electronic smoking device” means an electronic and/or battery-operated device, the use of which may resemble smoking that can be used to deliver an inhaled dose of nicotine or other substances. Electronic smoking device includes any such device, whether manufactured, distributed, marketed or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or any other product or device packaged for smoking or the simulation of smoking.

All students, faculty, staff and visitors are responsible for adhering to this policy.

Enforcement

The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Each site administrator will take appropriate steps to enforce the regulation.

Students found in violation of the policy will be subject to discipline procedures as stated in the Student Handbook. Students will also receive information about the Oklahoma Tobacco Helpline (1800-QUIT-NOW) in order to provide a resource for assistance with tobacco cessation.

Staff members who violate the regulation shall be subject to disciplinary action in accordance with procedures as defined in the employee handbook. Staff members will also receive information about the Oklahoma Tobacco Helpline (1-800-QUIT-NOW) in order to provide a resource for assistance with tobacco cessation.

Visitors who violate the policy shall be subject to a verbal request to the individual(s) to stop. If the person refuses to stop, the individual will be requested to leave. If the person refuses to leave, they will be referred to the appropriate authorities.

The district will not accept donations of gifts, money or materials from the tobacco industry. This district will not participate in any type of services that are funded by the tobacco industry.

We the undersigned acknowledge receipt of the Student Handbook for the Year 2026- 2027.

Student's Name _____

Parent/Guardian Signature _____