CLAYTON PUBLIC SCHOOLS
STUDENT HANDBOOK
2026-2027



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WELCOME

Welcome to a new school year at Clayton Public Schools!

We are thrilled to have you as part of our school community. Whether you are a kindergartener embarking on your educational journey or a high school senior preparing for your future, we encourage you to make the most of your time at Clayton Public Schools by embracing opportunities for personal growth, pursuing your passions, and seeking guidance from our dedicated staff. Remember, each day is a chance to learn, grow, and contribute to our school community.

This student handbook serves as a guide to help you navigate through our school's policies, procedures, and resources. We encourage you to familiarize yourself with its contents, as it provides valuable information that will support your success throughout the academic year.

Once again, welcome to Clayton Public Schools. We are excited to embark on this educational journey with you and look forward to witnessing your growth, achievements, and contributions to our school.

TO THE STUDENTS OF CLAYTON PUBLIC SCHOOL

Many of the policies are governed by state law and are directives of the State Board of Education; others are local policy, custom, or traditions that may be amended as the need arises. However, final interpretation and application of the contents within this handbook is within the discretion of the Board of Education.

If any conflict is found between the handbook and board policy, the board policy will take precedence

SCHOOL HOURS

7:45am – 3:15 pm
Students should not arrive before 7:30am

ELEMENTARY BELL SCHEDULE

First Bell	Breakfast	Lunch	End
7:40am	7:55am	11:00am	3:15pm

MIDDLE SCHOOL & HIGH SCHOOL BELL SCHEDULE

1st Hour	Breakfast	2nd Hour	3rd Hour	4th Hour	Lunch	5th Hour	6th Hour	7th Hour
7:45am 8:50am	8:55am 9:10am	9:15am 10:05	10:10am 11:00am	11:05am 11:55am	12:00pm 12:30pm	12:30pm 1:25pm	1:30pm 2:20pm	2:25pm 3:15pm

BOARD OF EDUCATION

Jerry Hairrell, President
Linda Hairrell, Vice President
Alichia Whitehead, Clerk
Braxtyn Buchanan
Micheal Bray

The policies and procedures contained in the handbook are the results of a concerted effort on the part of the faculty and administration to provide valuable information about Clayton Public Schools to the parents and students of the school district. This information has been carefully prepared so that it will be of assistance to you during the coming school year.

The ultimate purpose of education is to help each student become an effective and productive citizen in a democracy. Developing and accepting responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. It is our hope that you will participate in our program of activities and through that participation discover avenues to prepare you for life in an ever-changing society. Rules outlined in the student handbook apply to all school students, regardless of age.

A sincere effort has been made to provide a student handbook that agrees with the policies and regulations of the Clayton Board of Education; however, final interpretation and application of the contents of this handbook is at the discretion of the Board of Education. If any conflict is found between the handbook and board policy, the policy shall take precedence.

FACULTY AUTHORITY

Students must remember that any and all school personnel have authority over the student body. This applies during the school day and all school sponsored events at Clayton and away. School personnel are to be addressed with respect at all times.

USE OF VIDEO SURVEILLANCE ON SCHOOL CAMPUS

The Board authorizes the use of video cameras on district property to ensure the health, welfare, and a safe educational environment of all staff, students, and visitors to the district's property and to safeguard district facilities and equipment. Video Cameras will be used in locations as deemed appropriate by the superintendent and in compliance with state and federal laws

Video recordings may become part of a student's educational record and upon following proper request may be used in a criminal investigation of a crime that occurs on district property.

SEARCH AND SEIZURE LAW

State law allows school officials to have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search. School officials also have the authority to detain and search any student or property in the possession of the student when he/she is on school property, on the bus, or at school functions. This authority is given to school officials if they have reason to believe the student is in possession of any item that is illegal or prohibited by school rules or property believed to have been stolen from another student, an employee or the school.

PHILOSOPHY OF CLAYTON PUBLIC SCHOOL

Each student should have an opportunity for maximum growth in self-knowledge, in personal discipline, in citizenship, and in diversified academic experiences.

To implement these basic concepts, we shall endeavor to:

1. Be knowledgeable of the needs and motivation of each student.
2. Provide for a continued program of skill development begun in the elementary grades and initiate programs which will be extended in secondary grades.
3. Provide instructional experiences and materials at the level of each student and encourage each to look upon education as a continuing process.
4. Provide firsthand experiences which will create curiosity and inspire the student to seek further knowledge.
5. Provide an appropriate setting for intellectual development and exploration.
6. Help students develop a sense of responsibility for their own progress and safety and for the progress and safety of others.
7. Teach the basic American ideals.
8. Encourage each student to develop worthwhile leisure time experiences by providing aesthetic and creative opportunities for his/her personal enrichment.

EXIT OUTCOMES FOR CLAYTON HIGH SCHOOL STUDENTS

Clayton students will demonstrate that they are:

SELF DIRECTED LEARNERS who research, evaluate, and communicate information to prioritize personal goals, develop and monitor a long-range plan, and analyze community, national, and global issues.

COOPERATIVE CITIZENS who interact effectively within a diverse culture or organization to solve collective problems.

PRODUCTIVE INDIVIDUALS, who innovate, assimilate, create, and implement products that reflect originality, merit, and use of advanced technology.

RESPONSIBLE CONTRIBUTORS who analyze, compare, and evaluate components of complex problems to make decisions to solve those problems in varied settings.

CORPORAL PUNISHMENT

The Board of Education of Clayton Public Schools has authorized the use of corporal punishment as one of the disciplinary tools available to teachers. Corporal punishment will be administered in the presence of the principal or designee, in the principal's office or another private area.

GRADUATION REQUIREMENTS

2026-2027 seniors need 23 credits to meet the state of Oklahoma graduation requirement. Seventeen (17) of these shall be earned in the 10th, 11th, and 12th grades. These units shall include

- 4 units of English
- 3 units of Math (4 beginning with incoming freshman 2025-2026)
- 3 units of Laboratory Science
- 1 unit US History
- ½ unit of US Government
- ½ unit of Oklahoma History
- 1 unit of Additional Unit (English, Math, Science, History, World Language, Computer Technology)
- 1 unit of Fine Arts
- 2 units World/Non-English Language or Computer Technology
- 6 Electives
- Personal Financial Literacy Requirement
- CPR/AED Requirement
- US History Assessment
- Science Assessment
- ACT or SAT

1. A total not to exceed 4 units may be submitted from P.E. or athletics to meet the 23 units required for graduation.
2. Not more than 4 units of performance music classes may be applied toward the 23 required for graduation.
3. Students who need more than one unit for graduation will not be permitted to participate in graduation exercises.
4. At least 2 of the last 3 units completed for graduation shall be completed in attendance at CHS.

2027 Graduation Requirements
2028 Graduation Requirements
://oklahoma.gov/education/services/student-development/graduation-resources/state-graduation-requirements.html

CLASSIFICATION

The appropriate classification is as follows:

- Senior – 17 credits
- Junior – 11 credits
- Sophomore – 6 credits

A student must meet these required credits to be classified as a Sophomore, Junior, or Senior.

COLLEGE ADMISSION STANDARDS

Curriculum and performance requirements for admission to colleges and universities are increasing. **YOU MUST CHECK THE COLLEGES YOU ARE CONSIDERING TO CONFIRM THEIR REQUIREMENTS.** The counseling office has college handbooks and research materials. These materials are for you to use, and the counselor will assist you in gathering this information.

PROGRESS REPORTS AND REPORT CARDS

Progress Reports will be mailed at the end of each nine weeks' period, and report cards mailed at the end of each semester. They will not be issued to students who have not paid fees and other financial obligations. The semester grade is recorded on the permanent record.
The school is not pleased with failing work on the part of any student, and school officials will gladly cooperate with the student and the parents in an effort to determine the cause of failing work and to encourage passing work. Parents should not hesitate to phone or visit the school in case of unsatisfactory grades on the part of any student

Special reports are made at periodic intervals to notify the parents when a student is not making satisfactory progress. This report may be sent at other times when a teacher feels a parent should be notified of a child's failure to do acceptable work. Teachers will notify students in their classes each Monday who are failing or have dropped one letter grade.

GRADING SCALE

A	**Excellent**	**90-100**
B	**Above Average**	**80-89**
C	**Average**	**70-79**
D	**Below Average**	**60-69**
F	**Failure**	**59 - Below**

No pluses (+) or minuses (-) are used.

Semester tests may be given in all subjects during the final week of each semester. Other tests may be given at the discretion of the teacher but are not to take the place of the semester exams. Semester Test exemption: All "A"s and no more than 3 absences, "A"s and "B"s and no more than two absences, "A"s, "B"s and "C"s and no more than 1 absence.

CLARIFICATION FOR VALEDICTORIAN AND SALUTATORIAN

To be eligible for valedictorian or salutatorian honors as a senior, students must have been enrolled as a student in Clayton School for their last four semesters of work not including the final semester of their senior year. Senior valedictorian and salutatorian will be the graduating student who has the highest and second highest seven semester grade point average in class. Alternative Education students will not be eligible for Valedictorian or Salutatorian. Virtual students are eligible only if they take semester tests on site.

GRADE POINT AVERAGE WILL BE CARRIED TO FOUR DECIMAL PLACES. In case of a tie for valedictorian or salutatorian, all students tying will be named co-valedictorian or co-salutatorians and will be ranked the same
TO BE ELIGIBLE FOR VALEDICTORIAN AND SALUTATORIAN A STUDENT IS NOT REQUIRED TO TAKE HONOR CLASSES.

CLASS RANKING - Use point average scale carried to four decimal places.

SUPERINTENDENT'S HONOR ROLL - Students having all A's for the last semester of the previous year and the first semester of the current year will receive an award at the end of the year.

PRINCIPAL'S HONOR ROLL - Students having no grade below a B for the last semester of the previous year and the first semester of the current year will receive an award at the end of the year.

OKLAHOMA HONOR SOCIETY - Limited to students who have grade averages in the top 10% of the student body.

NATIONAL HONOR SOCIETY - Candidates eligible for election to the National Honor Society must be members of the junior or senior class. To be eligible for membership consideration, students must have a cumulative unweighted grade point average of 3.70, and meet established standards of leadership, service, and character. Leadership is based on a student's participation in school activities. To meet the service requirements the student must actively participate in school and/or community service. Four (4) hours of service to the community will be required for election to the National Honor Society. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Any student who has been convicted of a felony shall not be eligible for membership in the chapter.

HONORS BANQUET - The annual Honors Banquet is held to recognize and celebrate the academic achievements of our outstanding students. Attendance at the Honors Banquet is by invitation only, based on the following academic and extracurricular honors. Eligibility Criteria: Students meeting one or more of the following criteria will receive an invitation to attend the Honors Banquet:

1. Valedictorians - Students with the highest academic ranking in the graduating class
2. Salutatorians - Students with the second highest academic ranking in the graduating class
3. Students who have placed in academic or curriculum-based contents during the current school year
4. Students with a cumulative GPA of 3.5 or higher
5. Members of the National Honor Society in good standing
6. Members of the Oklahoma Honor Society

Invitations will be extended based on academic records and verified achievements up to the first semester of the current academic year and curriculum contents held in the current academic year.

CHANGING SCHEDULES

Schedules may be changed during the first week of each semester through the principal or counselor, only if there is just cause.

STUDENT DRESS CODE

The dress code is designed for all students with emphasis on good grooming, cleanliness, and proper dress. This code is an integral part of the student's educational process, which tends to enhance one's appearance and personal image in the school. **The student's dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to students' safety or to the safety of others.**

Dress code is to be followed on all school property and at any school function away from school property.

All clothing must cover the body in a modest manner appropriate for school. Compliance with the dress code is a responsibility of every student and parent. The dress code is to be monitored by every staff member of Clayton High School and Crain Elementary.

Conditions of the Dress Code Include:

Hoods for hoodie sweatshirts or t-shirts that cover the head are not to be worn inside any school building. **First warning**, students will remove the hood from their head. **Second warning**, student(s) in violation will not be allowed to wear hooded sweatshirts or t-shirts to school.

No earbuds allowed in classrooms. No non-prescription contacts that alter the color and clarity of the eye.

All clothing must cover the body in a modest manner appropriate for school.

All shirts, blouses, and tops must have armholes cut square with the edge of the shoulder. This prohibits the wearing of any top with straps. All shirts and blouses must cover the midriff at all times and in all situations.

Low cut necklines are prohibited even when worn with a sweater/jacket.

All students are required to wear shoes. House shoes/slippers are unacceptable. Cleat shoes are not permissible in the school building, school buses or vans.

Students may not wear any clothing article, or exposed tattoos which depicts or advertises alcohol, tobacco, vape or vaping products, drugs, drug paraphernalia, violence, or behavior perceived as lewd, offensive, vulgar, or obscene. This includes items that are suggestive in nature, or depicts blood, the occult, gangs, etc.

Caps, hats, bandanas, hair rollers, combs, blankets or covers of any type are not to be worn inside the school building or the cafeteria.

All pants and shorts must be worn at the waist level. Sagging pants and pajamas are prohibited. Jeans that have holes above mid-thigh are inappropriate and will be dealt with as a discipline problem.

All shorts, skirts and dresses must be fingertip length. Also, biking shorts, leggings, or other tight-fitting knitwear will be covered with a garment no shorter than fingertip length. *Students will be allowed to change into something appropriate they have with them or change into what the school provides. They will not be allowed to leave school to change clothing.*

All shorts, skirts and dresses must be fingertip length not counting anything under them such as sliders, leggings or any other garment.

Burn-out shirts can be worn only if a tank top with at least 2" straps are worn underneath and no other see-through garments are permitted.

Street clothes must cover sleepwear or underwear. Undergarments must not be visible.

Sunglasses are not to be worn in the building, classroom or cafeteria.

No external piercing of the body with the exception of the ear and nose. No hoops or gauges are permitted. e.g. tongue, eyebrow, navel, gauges, etc. Earrings at the top of the ear are acceptable as long as it is not distracting or could be a danger.

Inappropriate bracelets will be confiscated.

No decorative or distracting contacts.

Metal chains are prohibited, e.g. wallet chains, belt chains, etc.

Facial hair shall be cleaned and well-groomed, with no facial hair preferred.

Any students who wear the "low waist" style of pants must keep their waist covered at all times.

The faculty and administrators will be working together to help monitor the dress code. Any student in violation of the dress code that cannot reach a parent to bring them appropriate clothing will spend the remainder of the day in In-School-Detention.
Students will not leave campus to change clothes for violating the dress code.

FOOD AND BEVERAGES

Food, drinks, and gum are not to be brought into the classrooms and are not to be consumed in the halls, the only exception to this rule is water. Lunch brought from home will be eaten in the cafeteria. No drinks other than water are allowed in the cafeteria.

LICENSED STUDENT CARS & CYCLES

Student parking is restricted to the area north side of the library, and north side of the gym. Students are not to park in front of the library, the vocational agriculture building or the gym. Violations of parking regulations or driving safety rules will result in some form of disciplinary action. Repeated violations may result in suspension out of school. Students must possess a driver's license, proof of insurance and parent signature to drive and park on school grounds. Students will not be allowed to congregate in or around parked cars. Students may not drive vehicles to any school classes or activities without principal permission.

TRUANT ABSENCES AND LEAVING SCHOOL

Students will not be permitted to check out of school without parental permission, either in writing, by telephone, or in person. Once cleared by the principal, a student sign-out sheet must be filled out by the student.

Doctor appointments must be verified either by parent/guardian or by a doctor's statement. Truant absences will not be tolerated and may be reported to the Pushmataha County Youth Services or the Pushmataha County District Attorney.

Absences will be checked and monitored by the principal's office daily.

LEAVING SCHOOL GROUNDS – CLOSED CAMPUS

It is the policy of the Clayton Board of Education that the school will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day. When a student arrives at school in the morning (whether walking, riding a bus, or driving a vehicle), the school day starts for the student. Each student should plan to arrive at school before the 7:40 am bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

Married students and students 18 years of age or older and living on their own will be considered their own guardian.

Before permission can be granted for a student to leave at any time:

> The principal's office must have received a note or a phone call from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in soon enough to be verified).

The principal or office personnel must talk personally with the parent/guardian.

The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

Students are not permitted to leave campus during the lunch period unless they are being checked out for the remainder of the day.

ATTENDANCE

No single factor does more to aid a student's progress in school than regular attendance. Oklahoma school law demands that a student attend school until he/she is eighteen (18) years old or until he or she has completed high school. The taxpayers have provided excellent facilities and resources for local students. It is the responsibility of every student to make the most of the opportunities that have been provided. This can be accomplished only by regular attendance.

A student will receive a NC (no credit) for any class in which the student has more than eight (8) absences in a semester until a parent/guardian attends an "Attendance Appeals Meeting" with the school's Attendance Committee. This is a total of 8 absences including excused and unexcused days missed. Absences may be excused for the following reasons:

Sickness or family emergencies or other legitimate reasons as determined by the principal.

Parents must promptly provide to the principal or designee proof of the reason for the absence for it to be designated "excused." Failure to promptly provide such proof will result in a determination that the absence is "unexcused".

Parents may request reconsideration of the decision that a student will not earn credit in a class by following the review process and timelines identified in the "Promotion/Retention and Failing Courses" section on page 27 of this handbook.

Absentee reports will be mailed each month for any student with 5 absences or more.

The student will have one day for every day absent to make up work missed, unless additional time is granted by the teacher.

Note: Any test announced during the student's presence in class or which is regularly scheduled (e.g. nine weeks or semester) which is missed by the student due to an "excused" absence shall be made up on the day the student returns to class. The teacher shall administer a test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, which would prevent the student from being aware of the scheduled test, then the test shall be administered to him/her on the day following his/her return to class. Only the principal or designee may make exceptions to the test administration rules. Students may not make up tests missed due to unexcused absence.

TARDIES

Three tardies will equal one (1) absence. This will be monitored every class period. For every three (3) tardies students will serve one (1) day of ISS. The process will start over at the beginning of each month. Three (3) tardies is counted as an absence.

In elementary you will be considered tardy if you arrive after 7:40 am or you leave before 2:30.

MEDICATION

If a parent or guardian wishes the school to administer any kind of medication to a student, the parent or guardian must complete and sign a form authorizing its administration. Only prescription medicine in a prescription bottle for that student may be given. The school will provide first aid for minor cuts and scratches.

Teachers should be informed of any health condition a student has so that he/she might be better prepared to handle any situation that might arise.

HEADLICE

Any student with head lice will be sent home. The student must go through the office for a head check before resuming classes. All guidelines from the Oklahoma State Department of Education and Oklahoma State Department of Health will be followed.

IMMUNIZATIONS

Guide to Immunization Requirements in Oklahoma: 2021-22 School Year

OKLAHOMA State Department of Health

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. *Please read the bullets below for essential information.*

Age/Grade	Required Immunizations with Cumulative Doses required		Recommended Immunizations
Child Care *Up to date for age*	4 DTaP (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 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)

The current childhood immunization schedule may be found at https://www.cdc.gov/vaccines/schedules/index.html**.**

- 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.

For more information call the Immunization Service at (405) 426-8580 or visit our website at: http://imm.health.ok.gov**.**

Revised 05-07-2021 IMM 400

All students must present acceptable documentation of the required immunizations before they may be allowed to enter or attend classes. There is no grace period for new enrollees or transfer students.

For more information:
https://oklahoma.gov/content/dam/ok/en/health/health2/aem-documents/prevention-and-preparedness/immunizations/GuideToImmRequirements-English.pdf

CARE OF SCHOOL PROPERTY

The building and grounds reflect pride in the school. The help of the student body to maintain the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school clean and neat. Under no condition should one mark on the walls, desks, or in any way deface school property. The destruction of school property, including buses, will merit disciplinary action.

Care of the property in a school is one of the best ways to judge a student body. Care and respect of public and private property is the responsibility of every student. It is the duty of the school to teach this respect and responsibility and the obligation of the student body to accept this respect and responsibility. Students and faculty are very fortunate to have one of the best school facilities in southeastern Oklahoma. Through everyone's efforts we can keep our school at a high level of appearance and effectiveness. TAKE PRIDE IN YOUR SCHOOL! Any student damaging school property through carelessness, neglect, or mischievousness will be expected to pay for the damaged property and may be suspended out of school.

WITHDRAWAL FROM SCHOOL

If withdrawal from school is planned, a parent should notify the principal. The student will receive a clearance slip to be presented to each of his/her teachers. If the student has any School District owned equipment, supplies, or library books, they must be returned. After each teacher has signed the clearance slip, it will be presented to the principal's office, and the student will receive any refund that is due. All textbooks must be returned to the classroom teacher.

VISITORS

No student will be allowed to bring a visitor or children to school. Clayton Public Schools does not have liability for or authority over students from other schools. All adults visiting the buildings must report to the school office.

ACTIVITY CALENDAR

To eliminate conflict, an official calendar is maintained by the principal. All school activities must be scheduled on this calendar. Sponsors and student officers are urged to schedule all activities for the year as soon as possible. The principal must approve all scheduling. This calendar is located on the district website.

SCHOOL SPONSORED TRIPS

Students will be expected to conduct themselves according to school policy, rules and regulations in a manner that will bring credit to Clayton Public Schools. Sponsors of special trips that require students to stay overnight shall have on file in the principal's office a set of rules appropriate to the activity and itinerary approved by the administration on the day prior to departure.

All school rules apply to extracurricular trips.

All students participating in activities that require time out of school will be required to have been in attendance at least 90% of the time. In addition, they shall not be under disciplinary action, must be scholastically in good standing (no grade of an “F”), and not lacking any tests or make up work.

All groups who occasionally take field trips away from school are expected to adhere to these policies, rules and regulations. Each student is expected to do his or her part in working toward these events and become involved in their group activities.

Sponsors will be appointed by the school officials and shall be required to ride on the van or bus on any extra-curricular trip. Sponsors are to check the bus interior before and after each trip. They will also call roll prior to leaving school and after returning. Sponsors will turn in the list of students who fail to attend the trip to the principal’s office before leaving, if possible.

Students who need to board the bus for activities in which they do not participate, must have a signed note from the teacher and principal before they can be given permission to board the bus.

Students cannot get off the bus unless an emergency arises and then parents or guardians must be promptly notified. Upon notification, sponsors of activity will wait until the notified parent or guardian picks up the student.

PUBLIC DISPLAYS OF AFFECTION

It is assumed that all students have sufficient personal pride that they observe standards of ethical behavior in school. The school halls and school grounds are public places; therefore, it is expected that students will use discretion in relationships. Public displays of affection are considered in poor taste and will not be condoned. Students who persist in such practice will be referred to the principal, and if necessary, the parents will be called in for a conference.

TOBACCO, VAPE OR VAPING PRODUCTS

State law prohibits minors from possessing tobacco products of any kind. Students, regardless of age, may not possess or use tobacco products of any kind while they are under the supervision of the school. This includes normal school hours and all school sponsored activities. In today’s quickly changing society the administration reserves the right to prohibit any types of smoking, dipping, chewing products that may arise. Including but not limited to vapor type devices. Violators may be suspended from school and/or fined by local authorities.

**State law prohibits the use or possession of tobacco, vape or vaping products by students. Therefore, use and possession of tobacco, vape or vaping products and its by–products (cigarettes, vaping devices, cigars, snuff, chewing tobacco, vape or vaping products, or any form of tobacco, vape or vaping products) is prohibited. Violators may be suspended out of school, and/or fined by local authorities.

RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL

Illegal and Illicit Drugs and Alcohol

Unlawful possession and use of illegal and illicit drugs and alcohol is wrong and harmful.

Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substance at school, while on school vehicles, or at any school-sponsored event.

"Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes pain, glue, aerosol sprays, and similar substances.

Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. The student may also be ineligible for participation in all extracurricular activities for a period of one calendar year. Out-of-school suspension for a first offense may be reduced if: the student and family agree to screening of the offender for chemical dependency; where chemical dependency is indicated by the above screening; a full alcohol and drug evaluation is facilitated by the parent; and the parent and offender follow all evaluation recommendations.

Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

Necessary Medications

Students may not retain possession of and self-administer any medication at school except as permitted by the School District's policy on the Administration of Medicine to Students.

Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy.

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

Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.

Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

MEDICAL MARIJUANA

The district will not regulate or take any adverse action against an employee for holding a medical marijuana license. The school district may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school or during the hours of employment as per 63 O.S. § 425.

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are not legally permitted to administer medical marijuana to students. The district will provide a private location for a caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. The caregiver is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure.

There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances

a. Assist students in obtaining or using medical marijuana;

b. Store medical marijuana for students;

c. Take and/or use a student's medical marijuana;

d. Serve as a student's designated caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or non-reemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedent over this policy.

DANGEROUS WEAPONS

The Board of Education prohibits possession by any student of a dangerous weapon or a replica or facsimile of a dangerous weapon on school property, at school-sponsored activities and on school vehicles. This includes but is not limited to any pistol, revolver, dagger, knife, bowie knife, spring-type knife, sword cane, knife with a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or glass container. Students with firearms will be

suspended out of school for one calendar year and students in possession of other types of dangerous weapons, replicas or facsimiles of dangerous weapons will also be subject to out-of-school suspension.

ADVERSE WEATHER CONDITIONS

All school closings or early dismissals will be posted to the Clayton Public Schools website and App, school Facebook page, and sent out via SMS text messages to numbers on file.

CELL PHONE/ELECTRONIC DEVICE POLICY

Students are prohibited from using cell phones, iPods, Air Pods, earbuds or other electronic devices during regular class periods. The purpose of this policy is to eliminate classroom distractions that result in loss of instructional time as well as instances of academic dishonesty (cheating). Additionally, students are not to use cell phones or other electronic devices to video or otherwise record anything that would be detrimental, defamatory or denigrating to any student or staff member at Clayton Public Schools.

STUDENT CELL PHONE USE

In accordance with Senate Bill 139, Oklahoma public school districts are required to adopt a policy prohibiting students from using cell phones and personal electronic devices while on campus and from bell to bell.

Clayton Public Schools students are not permitted to to use any cell phone or personal electronic device while on campus. Should students bring a cell phone on campus, they will be required to turn in their cell phones (and other communication devices) upon entry. Electronic devices will be kept in the high school office (high school students) and the middle school office (middle school students). Devices will be returned at the end of the day or earlier should a student be checked out of school. During extracurricular activities, athletic events/practices, teacher/coach(es) will return the electronic devices when these events are finished. Please remember that as stated in the Clayton School Handbook, the school is not responsible for lost electronic devices.

Medical Use Exceptions

- Students with **documented medical conditions** (e.g., diabetes, epilepsy, severe allergies) requiring monitoring or emergency communication via cell phone may receive an exemption.
- A **parent/guardian** must submit a written request along with **medical documentation** to the school nurse or administration.
- Approved students may:
    - Keep their phone on silent or vibrate.
    - Use their phone discreetly as medically necessary.
- Misuse of this privilege may result in revocation.

Emergency Situations

- In the case of an **emergency** (e.g., active threat, accident, or family emergency):
    - Students may use their phones to **contact emergency services** or **parents**, if it is safe and appropriate to do so.
    - Students are encouraged to follow **school emergency protocols** first (e.g., lockdown, shelter-in-place).

Parent/Guardian(s) may contact the school office if they need to speak to their child. If a student needs to contact a parent/guardian, the office phone may be used.

If a student is found in possession of an electronic device, the following steps will be followed

- 1st offense: Device taken, parent notified and must pick up and sign acknowledgement for receipt of policy.
- 2nd offense: Device taken, parent must pick up phone. One day of ISS - no extracurricular activities.
- 3rd offense: Device taken, parent notified and must pick up. Three days of ISS - no extracurricular activities.
- Subsequent offenses: Device taken, parent notified and must pick up. Five days of ISS or Out of School Suspension.

Any student refusing to give the device to school staff shall be subject to immediate suspension.

PRIVACY

Network and internet access are provided as a tool for the students' education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, email and internet and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. All internet sites visited will be logged and reviewed for suitability of internet use to assure compliance with the Acceptable Use policy and State law. Under the Family Educational and Privacy Act (FERPA), federal law protects student privacy. Confiscated cell phones or devices that have the capacity to take photographs or videos may have photos reviewed in the presence of the student and/or parent/guardian to ensure that no photos or videos were taken during the school day that violate FERPA laws or school rules. Students will be required to delete school-related photos or videos that were not taken at an event open to the public.

FAILURE TO FOLLOW POLICY

Use of Clayton Public School computers, networks and the Internet are a privilege, not a right. Individuals who refuse to sign and submit the required acceptable use agreement or who violate the district policy shall be subject to loss or restriction of privilege of using equipment, software, the Internet or other technological resources. Loss of privileges may continue for the remainder of the school year and/or other disciplinary actions may be enforced as per the discipline policy. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged or vandalized while under their care due to gross negligence or intentional misuse.

BUS RIDING RULES AND REGULATIONS

Riding the school bus is a privilege not a right. Students involved in school activities will ride in school-provided or school-approved transportation. At the conclusion of the activity, students may be released to their parents/guardian only with sponsor approval.

NOTE TO PARENTS: Please review the following information with students riding Clayton Public Schools buses. If there is a change in the student's transportation, please send a note to his/her teacher.

1. Be at the bus stop on time. It is recommended that students be at the stop five (5) minutes early. Stay back from the roadway.
2. Look both ways before crossing the road. Cross only in front of the bus, not behind it.
3. Watch your step getting on or off the bus. Do not shove or push.
4. Respect and listen to the driver. He/she is in charge of the vehicle and passengers, just as teachers are in charge of the classrooms.
5. Remain seated while the bus is in motion. Horseplay is not permitted.
6. The cost of repair for damage to the bus done by students will be considered the responsibility of the student who caused the damage.
7. Food, drinks, loud talking and shouting will not be permitted on the bus.
8. Students found smoking, using drugs, fighting, or damaging the bus will be suspended from riding any bus in the school system.
9. Never run beside or hang onto the bus. Never throw anything at or from the bus.
10. The driver is not permitted to carry students not living on the route nor are they permitted to let students off at other than the regular stop unless authorized by the principal.
11. Go directly home or to school after getting off the bus.
12. Students who continue to not follow the rules on the bus or who commit serious or dangerous acts may be suspended from riding any bus in the school system. Bus transportation is a service, not a mandate. Please do not lose this privilege.
13. The above rules and regulations will also apply to any extra-curricular trip sponsored by Clayton Public Schools.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that the locker is kept in order at all times. Lockers are property of school and can be legally searched at any time. Please do not place inappropriate material in lockers that are not school related.

HEALTH SERVICES

In case of serious illness or injury to students while at school, we first attempt to contact parents or relatives. If we are unable to locate the parents, we take the child to the clinic, where he/she will wait until the parents have been contacted. Therefore, it is imperative we have an emergency phone number where parents or a responsible party can be reached.

In addition, Oklahoma law requires immunization verification on file prior to class attendance. Also, state law does not permit the dispensing of medication by any employees to any student without proper forms on file. Forms may be picked up at the school office.

CAFETERIA

All lunches will be eaten in the cafeteria. Students will be responsible for taking their trays and trash to the proper disposal area. If lunch is brought from home, please send a drink other than a soft drink. No outside drinks allowed in the cafeteria other than water.

A grade “A” hot lunch program will be made available to all students. Unless special arrangements are made students are required to stay on the school grounds at lunch time. No food or drinks will be taken from the cafeteria.

ELIGIBILITY - ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen (15) or more days. Students must be in attendance 90% to be eligible under OSSAA rules.

A student who fails to meet the minimum scholastic standard will be ineligible for the first six weeks of the next semester. A student may regain eligibility by passing all classes at the end of the six-week period.

Scholastic eligibility for students will be in line with the OSSAA eligibility rules.

If a student fails to meet the minimum scholastic standard at the end of a week he/she will be placed on probation for the next one-week period. If a student fails to meet the minimum scholastic standard at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period. The ineligibility periods will begin Monday and end on Sunday.

A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to re-gain eligibility. A student regains eligibility under OSSAA Rule 3 with the first class of the new one-week period. (Monday through Sunday)

A 12th grade student who is concurrently enrolled in high school and college must pass all subjects to maintain eligibility.

Students enrolling in a school for the first time must meet the OSSAA's scholastic requirements in Rule 3, Section 1-a. A student who is not eligible in one Oklahoma school will not be eligible at another Oklahoma school for a minimum period of three (3) weeks (fifteen (15) school days) he/she attends if he/she moves or transfers. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 1-a at the end of a three-week period.

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 (OSSAA Rule 3, section 3-c) if the grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, and natural disaster).

One summer school credit earned in an Oklahoma State Department of Education-accredited program may be used to meet the requirements of OSSAA Rule 3, section 1-a for the end of the spring semester. A credit in summer school under this provision must be for the subject failed during the spring semester.

Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

STOCK SHOWS, FCCLA, Field Trips, ETC.

Youth who have been declared ineligible to participate in extra-curricular activities by their local school administration will be declared ineligible to participate in the show.

Youth who are eligible on the first day of the show will be considered eligible through the duration of the show. Similarly, youth who are ineligible on the first day of the show will be considered ineligible through the duration of the show.

If an exhibitor is ineligible to participate in the show for any reason, including rules of the Oklahoma Secondary School Activities Association, the animals owned by the exhibitor are also ineligible for the show.

Ineligible youth who participate in the show will forfeit all show and/or sale premiums and awards and will be subject to disciplinary action as provided by school policy, rules and regulations. Guard your eligibility in order to participate in school competition activities and extra-curricular activities. You are **NOT** eligible if:

1. You are 19 years of age before September 1st.
2. You have not attended classes 90% of the time for the current semester.
3. You have an "F" in any class as stated by the OSSAA regulations.
4. You have been disqualified from a contest for unsportsmanlike conduct or a flagrant foul, or are under school discipline. (The principal may reinstate a student following a conference and after a written report of details and action taken has been filed with the Oklahoma Secondary School Activities Association).
5. You have participated in a contest where professionalism is being practiced, or cash or merchandise prizes were offered, given, or paid to individuals or to the team.
6. You have attended school more than eight semesters in grades 9 through 12.
7. Your parents are not bona fide residents of the high school district where you are attending.

8. You do not file in the principal's office physician and parent certificates for the present year. (This applies to athletics only.)

The grade rule eligibility will not be cumulative from school year to school year.

SCHOOL DANCES

School dances are for currently enrolled students of Clayton High School. Dances will be closed to students not enrolled in the District unless pre-approved by the administration. School dances may not be attended by any student who is ineligible (academics or attendance) or who has any debts or outstanding obligations to the school. Pre-approval must be given by administrator(s) prior to attending.

CLASS SPONSORED ACTIVITIES AND TRIPS

Any students involved in school activities, meetings, trips, etc., are to be accompanied by their sponsors.

There is a limit of ten (10) days that a student will be allowed to attend school activities that will keep them from attending class. Sponsors will turn in a complete list of students attending well in advance of the day of the trip to the building principals.

Students that will require more than ten (10) days' absence for school activities must have the approval of the Ten-Day Activity Committee.

TEN-DAY ACTIVITY RULE POLICY

IN ACCORDANCE WITH THE POLICY OF THE OKLAHOMA STATE DEPARTMENT OF EDUCATION, THE FOLLOWING SHALL GOVERN STUDENT ATTENDANCE FOR ELEMENTARY, JR. HIGH AND SR. HIGH SCHOOL:

1. School Activity: These are extra-curricular activities, whether sponsored by the school or outside agency, which removes the student from class for more than half of a class period.
2. The total number of student activity absences allowed from any one class period, without permission from the Internal Activity Review Committee, shall be ten.
3. Once a student has had ten activity absences from any one class period, the student must be reported to the principal's office and referred to the Internal Activity Review Committee.

The Internal Activity Review Committee and Attendance Committee consist of the following people: **Principal, Classroom Teacher, Counselor and Parent/Guardian**

The criteria for continuing beyond the ten-day absence limit shall be as follows:

A. A student must have a letter grade of "C" or better in the subject he/she is wanting to miss.

B. Before a student is given permission to be absent beyond the ten-day limit, even though he or she has a “C” or better, the student’s record must show that his or her grade was not adversely affected by the previous ten days of absence and he or she has turned in all required work missed on previous days out.

The policy of the Board of Education does not set a maximum number of activity absences to be allowed per student. However, an unreasonable request upon the committee for exceptions will not be considered.

Activities excluded from the ten-day rule are:

Class meetings, assemblies and field trips involving the class period only and others such as State and National levels of school-sponsored contests.

DISCIPLINARY GUIDELINES

Detention – Lunch Period and/or After School 3:05pm - 3:45pm with Parent Pickup

ISP – In School Placement - 7:40am - 3:05pm or until they leave the school grounds

Suspension
Short Term Suspension (1 day to 10 days)
Long Term Suspension (11 days to current semester plus the next semester)

ATD - Alternative Discipline (corporal punishment)

These are guidelines only. At the discretion of administration, disciplinary action may be revised. Students engaging in offenses that are criminal in nature or that violate local, state, or federal laws may be subject to citations, fines and or prosecution.

For more than three (3) related violations within four (4) weeks, subsequent discipline will be administered.

Five (5) days detention within four (4) weeks earns one (1) day in ISP

Five (5) days of ISP earns three (3) days of Suspension.

The following behaviors at school, while in school vehicles or going to/from or attending school events will result in disciplinary action, which may include in-school suspension.

In addition, conduct occurring outside of normal school day or off school property that has a direct and immediate negative effect on the discipline, 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.

Any student that receives ISS, swats or suspension may not be allowed to attend nor participate in any extracurricular activities, school events or be on school campuses/grounds.

Rule Violation	1st Violation	2nd Violation	3rd Violation
Inappropriate Language	1-3 days detention	3-5 days detention	3-5 days detention/1-2 days ISP
Activating an alarm	1-5 Days ISP	5 Days suspension	9 Weeks suspension
Arson	1 day-L.T. suspension	L.T. suspension	
Bullying of Student	3 days detention	3-5 days suspension	5-10 days suspension
Bus Misconduct	1-3 days detention or ATD	1-2 days ISP or ATD	L.T.-S.T. suspension
Caps, hats or any headgear may not be worn or carried in the building.	Warning	Cap will be confiscated till the end of the day	Cap will be kept for 5 days.
Cheating	1-5 days Detention	1-5 days ISP or ATD	1-5 days suspension
De-pantsing a student	1-5 Days ISP	1-5 Days suspension	5-10 Days suspension
Disrespect	1-5 days Detention	1-5 days ISP or ATD	1-5 days suspension to L.T. Suspension
Disruptive Conduct	1-3 days detention or ATD	1-2 days ISP or ATD	3-5 days ISP
Dress Code Violation	Written Warning & Correct the Violation	1-3 days Detention	1-5 days ISP or ATD
Drug & Alcohol-Under the Influence or possession	L.T. suspension and may be referred to law enforcement	L.T. suspension and may be referred to law enforcement	L.T. suspension to expulsion and may be referred to law enforcement
Failure to Attend Detention	Double Detention days	ISP – day for day or ATD	Day for Day Suspension
Fighting	3 days suspension and possible referral to law enforcement	4-10 days suspension and possible referral to law enforcement	L.T. suspension and possible referral law enforcement
Firearm or destructive Device-Possession	1 Calendar Year suspension		
Gambling	3 days detention – 5 days suspension	6-10 days suspension	L.T. suspension
Hazardous Items	3 days detention – 5 days suspension	5 days suspension – L.T. suspension	L.T. suspension
Internet Misconduct (pornography, threats, etc.)	1 day detention – 3 days suspension and/or loss of privileges or ATD	1-5 days ISP and loss of privileges	5 days to L.T. suspension and loss of privileges
Not prepared for class/Failure to do homework	1-3 days detention	2-5 days detention	3-5 days detention/1-2 days ISP
Refuse to obey rules/Not Following Directions	1-3 days detention or ATD	3-5 days ISP or ATD	1-3 days suspension
Possession of another student's phone	Warning	1-3 Days detention	1-5 Days detention or ISP
Profanity, Pornography, Vulgar Gestures	1 day detention-3 days suspension or ATD	1-5 days ISP - 5 days suspension or ATD	5 days suspension-L.T. suspension
Profanity to Teacher or Staff	1-3 days detention	3-5 days suspension	5 days suspension - L.T. suspension
Stealing or Possession of Stolen Property	1 - 5 days ISP – 5 days suspension	1-5 days - L.T. suspension	L.T, suspension
Tardy	warning	warning	detention
Threats to School	5 days – L.T. suspension	L.T. suspension	
Threat to Staff-Verbal or Written	3 days suspension-L.T. suspension	6-10 days Suspension-L.T. Suspension	L.T. suspension
Threat to Student-Verbal or Written	3-5 days Suspension-L.T. suspension	6-10 days Suspension-L. T. Suspension	L.T. Suspension
Tobacco, vape or vaping products-Possession /Use	3 days ISP or ATD	1-3 day suspension	3-5 days suspension
Unsafe Behavior	1-3 days detention or ATD	3-5 days ISP or ATD	1-3 days suspension
Vandalism	1 day detention-5 days suspension + cost	3 days - L.T. suspension + cost	
Vandalism-Electronic	5 days-L.T. suspension + Cost	L. T. suspension + cost	
Verbal Abuse of Staff	5 day s- L.T. suspension	L.T. suspension	
Videotaping at school	3-5 days Suspension	6-10 days Suspension	L.T. Suspension
Videotaping or photographing at school and placing it on the internet	5 days suspension	10 days suspension	L.T. suspension
Weapons Possession	Current Semester or Current Semester and next		
Electronics, Cell Phones and/or ear phones, Smart devices	Confiscation with parent pickup	Parent pickup and 1 day ISP	Device is taken and suspended for 3 days

COMPUTER POLICY

Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger, or will cause the commission of lawful acts or the violation of school policies, rules or regulations. Users will not solicit or receive any information of service which could result in unauthorized expense to the District.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, internet, or any other agencies or other networks which may be accessed.

A student will not be allowed to access the internet, electronic mail or web-message boards until the student and his or her parent indicate their intent to abide by the terms of the District's Internet/Computer Network Acceptable Use Policy by signing a Student Internet Access Agreement. Violators will be subject to appropriate disciplinary action. Since access and use of the school's computer network system and the internet is a privilege, not a right, violator's privileges will be withdrawn if abused and during the period of any pending investigation.

Students are not to be on any social media sites

FIRE AND TORNADO INSTRUCTION

The FIRE SIGNAL is a continuous blast of the fire alarm bell. Students are to leave the classroom on a fast walk with the teacher. It is imperative that each room follow the assigned route to their designated area away from the building to ensure orderliness of movement, speed in evacuating the building and student safety.

The TORNADO SIGNAL consists of consecutive short rings of the bell.

Principals and teachers will go over specific fire and tornado drill instructions with students.

SECURITY/LOCKDOWN DRILLS

Security/Lockdown drills are conducted as a response to active shooters, dangerous intruders, or incidents presenting a potential danger to the school community.

Security drills will be performed at least four (4) times a year.

HOME SCHOOL STUDENTS

Students who have been receiving home school instruction and wish to return to public school will be required to take achievement proficiency testing for placement.

NON-DISCRIMINATION

The Clayton Public Schools does not discriminate on the basis of race, color, religion, sex, age, national origin, disability or veteran status. The District is aware of the provisions of applicable federal and state statutes and regulations prohibiting discrimination and intends to comply with them. Inquiries concerning the application of this policy may be referred to:

504/ADA Coordinator
Diane Erwin: Special Education Director
PO Box 190
Clayton, OK 74536
Telephone: 918-569-4492
Fax: 918-569-4680
E-mail: derwin@clayton.k12.ok.us

Title VI of the Civil Rights Act Coordinator
Randall Erwin, Title VI Director
PO Box 190
Clayton, OK 74536
Telephone: 918-569-4492
Fax: 918-569-7656
Email: rerwin@clayton.k12.ok.us

Title IX
Dr. Marsha Gore
PO Box 190
Clayton, OK 74536
Telephone: 918-569-4492
Fax: 918-569-7656
E-mail:mgore@clayton.k12.ok.us

Federal Programs
Randall Erwin:Superintendent
PO Box 190
Clayton, OK 74536
Telephone: 918-569-4492
Fax: 918-569-7656
E-mail: rerwin@clayton.k12.ok.us

Age Act Coordinator
Randall Erwin: Federal Programs Director
PO Box 190
Clayton, OK 74536
Telephone: 918-569-4492
Fax: 918-569-7656
E-mail: rerwin@clayton.k12.ok.us

The School District has adopted Grievance Procedures for filing, processing and resolving alleged discrimination complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent. Contact the persons listed above for further information about the Grievance Procedures.

PROMOTION/RETENTION AND FAILING COURSES

The School District determines promotion and retention through an evaluation of the total growth of the individual child, rather than his or her rate of academic achievement alone. The names of students who do not complete satisfactory work during the school term will be submitted to a retention committee. The retention committee will determine whether it is in the student's and the school's best interest for the student to repeat a grade. After receiving a committee decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by requesting review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or, in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and non-appealable. The principal's decision may be appealed to the superintendent and Board

of Education. Consult the building principal for further information concerning the appeal process or for a copy of the School District's policy.

"There will be no social promotion for any grades K-12".

PROFICIENCY-BASED PROMOTION

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

Proficiency will be demonstrated by assessment or evaluation appropriate to curriculum areas of social studies, language arts, the arts, languages, mathematics, and science.

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance.

The opportunity for proficiency assessment will be provided at least twice each school year.

Test dates will be June 1-10 and November 1-10.

For a copy of the entire policy, please contact Dr. Marsha Gore, K-12 principal, Diane Erwin, Assistant Elementary Principal, Jeri Dawn Dennis, HS Counselor or Ramonia Davis, K-8 counselor.

SEXUAL HARASSMENT

All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student or employee of the Clayton Public Schools. 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.

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 (Dr. Marsha Gore, Principal, P.O. Box 190, Clayton, OK 74536, telephone 918-569-4492, fax 918-569-7656, e-mail mgore@clayton.k12.ok.us) 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 school principal or the superintendent.

IDEA/504/ADA HARASSMENT

The Clayton 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 harassment:

1. Students continually remark out loud to other students during class that a student with a disability 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 disability by mocking and intimidating him so he does not participate in class.

Contact the School District's Section 504/ADA Coordinator (Diane Erwin, Special Education Director, P.O. Box 190, Clayton, OK 74536, telephone 918-569-4492 fax 918-569-4680, e-mail

derwin@clayton.k12.ok.us) for further information concerning disability harassment or to initiate a complaint under the School District' Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

THE SCHOOL BULLYING PREVENTION ACT

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

1. harm another student;

2. damage another student's property;

3. place another student in reasonable fear of harm of the student's person or damage to the student's property; or

4. insult or demean any student or group of students in such a way as to disrupt or interfere with the school district's education mission of the student or other students.

5. threatening behavior, harassment, intimidation and bullying by electronic communication, whether or not the communication originated at school.

The Board of Education has also adopted a policy prohibiting harassment, intimidation, and bullying, which defines and explains this conduct and the Clayton School District's response to this legislative mandate. Students and their parents can obtain a copy of the policy from their school principal or the superintendent.

Students should report acts of intimidation, harassment or bullying toward them or other students to school personnel.

Parents should:

- Encourage their children to report incidents when they occur by notifying school personnel;

- Take advantage of opportunities to talk to their children about bullying;

- Inform the school immediately if they think their child is being bullied or is bullying other students;

- Watch for symptoms that their child may be a victim of bullying and report those symptoms; and

- Cooperate fully with school personnel in identifying and resolving incidents

NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents 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 and 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 parents; or
    8. Income, other than as required by law to determine 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.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The 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 information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of school activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 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 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

CLAYTON SCHOOL DISTRICT POLICY ON PARKING PERMITS AND EXTRACURRICULAR ACTIVITIES STUDENT ALCOHOL AND DRUG TESTING

The Board of Education of the Clayton School District (the "School District"), in order to protect the health and safety of students parking on School District property or participating in extracurricular activities and to educate and direct students parking on School District property or participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing of students who apply for and are granted a parking permit to park on School District property or who are participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

STATEMENT OF PURPOSE AND INTENT

1. It is the desire of the Board of Education, administration and staff that every student in the School District refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to park on School District property or participate in extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs

2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

3. Parking on the property of the School District is a privilege, not a right. Students who park on School District property operate vehicles in close proximity of other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner which includes avoiding the use or possession of alcohol or illegal drugs. The use of alcohol and illegal drugs impairs the ability of a student to meet this responsibility.

4. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities or park on School District property as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in extracurricular activities or who park on School District property who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance

enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities or parks on School District property and who is found to be in violation of the Policy to participate in extracurricular activities or park on School District property. There will be no academic sanction solely for a violation of this Policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.**

DEFINITIONS

1. "Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum and in which students represent the School District in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.
2. "Student participant" means any student participating in any competitive extracurricular activity or who parks on School District property.
3. "Student Athlete" means a 6th-12th grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.
4. "School District Property" means any property owned or under the control of the School District.
5. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, to serve as sponsor for any other extracurricular activity.
6. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
7. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student participants.
8. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
9. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.
10. "Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
11. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
12. "Random selection basis" means a mechanism for selecting student participants for drug and/or alcohol use testing that:
    a. results in an equal probability that any student participant from a group of student participants subject to the selection mechanism will be selected, and
    b. does not give the School District discretion to waive the selection of any student participant selected under the mechanism.

13. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

14. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student participant and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

15. "Games/competitions" mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

PARTICIPATION AND PROCEDURES

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District or parking on School District property. For the safety, health and well being of the student participants of the School District, the School District has adopted this Policy for use by all participating students at the 6th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

2. Each student participant shall be provided with a copy of this Policy and the "Student Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor/principal before such student shall be eligible to practice or participate in any extracurricular activity or park on School District property. No student shall be allowed to practice or participate in any extracurricular activity or park on School District property unless the student has returned the properly signed Contract.

3. The principal or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student participant has been reported. If a violation of the Policy is determined to have occurred by a student participant other than a student athlete, the principal will contact the student, the sponsor, in any, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

4. The Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample: a) for student athletes, as part of the annual physical examination, and for all other student participants, either (i) prior to the start of the season for the extracurricular activity in which a student participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year or (iii) for those who park on School District property within one week after the start of classes; b) as chosen by the random selection basis; and c) at any time a student participant is requested by the principal or athletic director or by the sponsor or coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.

5. All student participants shall be required to provide a urine sample for drug use testing for illegal drugs as part of the annual physical examination for student athletes and either **(i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no**

established season, within one week after the first day of classes at the beginning of the school year or (iii) for those who park on School District property within one week after the start of classes. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all Policy requirements.

6. Drug and/or alcohol use testing for student participants will also be chosen on a random selection basis every nine (9) weeks from a list of all in-season student participants. The School District will draw student names every nine (9) weeks at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs. Any student previously testing positive, will be tested every 9 weeks.

7. In addition to the drug and alcohol use tests required by paragraphs 4, 5 and 6, any student participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

8. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

9. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

10. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

11. If the alcohol or drug use test for any student participant has a positive result, the laboratory will contact the principal or the athletic director with the results. In the case of student participants who are not athletes, the principal will contact the student, the sponsor, if any, and the parent or custodial guardian of the student and schedule a conference. In the case of

student athletes, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal or the athletic director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the principal or athletic director will arrange for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.

12. If the student participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The School District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

13. A student who has been determined by the principal or the athletic director to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities or park on School District property. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.

14. Before a student participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity or park on School District property after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The student participant may be required to have a negative test prior to rejoining his/her extracurricular activity or parking on School District property. The School District will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.

15. All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

VIOLATION

1. Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities or parking on School District property and offered educational and support assistance to stop using.

2. **For the First Offense:** Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) or parking on School District property for thirty (30) school days which may be reduced by fifteen (15) school days (five (5) school days reduced for professional drug/alcohol evaluation/assessment and ten (10) school days reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the School District or an outside agency). A student participant other than one just parking on School District property must miss a minimum of two (2) games/competitions. If the student is not competing in an extracurricular activity during any suspension period due to injury,

academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two games/competitions during the suspension period, then the student will be required to miss the next two games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

3. **For the Second or Subsequent Offense (in the same school year):** Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition or parking on School District property for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular activities or parking on School District property shall come into play only when two (2) or more offenses are committed in the same school year.

4. **Self-Referral:** As an option to the consequences <u>for a first offense only</u>, a student may self-refer to the principal or athletic director or to a coach or sponsor <u>before</u> being notified of a Policy violation or <u>prior</u> to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities and be allowed to park on School District property after the following conditions have been fulfilled: a conference has been held with the student, the principal or athletic director, the sponsor or coach, if any, and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the principal or athletic director by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

<u>REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST</u>

If, after signing the Contract, a student participant refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition or park on School District property for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

Clayton School District Student Participant Alcohol and Illegal or Performance Enhancing Drugs Contract

Statement of Purpose and Intent:

Participation in school-sponsored extracurricular activities at the Clayton School District is a privilege and not a right. Such privilege is governed by the attached Clayton School District Policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs (the "Policy"). Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Clayton School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance enhancing drugs.

Participation in Extracurricular Activities:

For the safety, health and well-being of the students of the Clayton School District, the Clayton School District has adopted the attached Policy and this Student Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

_____

Student's Last Name First Name Middle Initial Student ID Number

I understand after having read the Policy and this Contract that, out of care for my safety and health, the Clayton School District enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student participant, I realize that the personal decisions that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

_____ _____

Signature of Student Date

We have read and understand the Policy and this Contract. We desire that the student named above participate in the extracurricular activities of the Clayton School District and we hereby agree to abide by all provisions of the Clayton School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

_____

Signature of Parent or Custodial Guardian Date

[If the student athlete is 18 years or older, he/she must also sign at this line in addition to the line above.]

BELOW PLEASE OBTAIN THE SIGNATURE OF ANY SPONSOR OR COACH OF AN EXTRACURRICULAR ACTIVITY IN WHICH YOU ARE INVOLVED:

_____ _____

Signature of Sponsor/Coach Team/Extracurricular Activity Date

_____

Clayton School District Student Parking Permit Application and Alcohol and Illegal Drugs Contract

Statement of Purpose and Intent:

Parking on the property of the Clayton School District is a privilege and not a right. Such privilege is governed by the attached Clayton School District Policy on Parking Permits and Extracurricular Activities Student Alcohol and Drug Testing (the "Policy"). Alcohol and illegal drug use of any kind is incompatible with the privilege of parking on the property of the Clayton School District. Students who park on School District property operate vehicles in close proximity of other students. Because of this, the potential harm from misjudgment or impaired judgment of a student is great. Students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner, which includes avoiding the use or possession of alcohol or illegal drugs.

Parking Permits:

For the safety, health and well-being of the students of the Clayton School District, the Clayton School District has adopted the attached Policy and this Parking Permit Application and Alcohol and Illegal Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed Contract.

_____

Student's Last Name First Name Middle Initial Student ID Number

I understand after having read the Policy and this Contract that, out of care for my safety and health, the Clayton School District enforces the rules applying to the consumption or possession of alcohol and illegal drugs. As a driver, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal drugs may affect my health and well-being as well as the possible endangerment of those around me. If I choose to violate the Policy regarding the use or possession of alcohol and illegal drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of any parking permit issued to me as outlined in the Policy.

_____ -

Signature of Student Date

We have read and understand the Policy and this Contract. We desire that the student named above be issued a parking permit by the Clayton School District and we hereby agree to abide by all provisions of the Clayton School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

_____

Signature of Parent or Custodial Guardian Date
[If the student is 18 years or older, he/she must also sign at this line in addition to the line above.]

CLAYTON HIGH SCHOOL/CRAIN ELEMENTARY FACULTY AND STAFF
2026-2027

Addington, Danny	Bus
Antony, Angel	HS Science
Alexander, Pia	Technology
Alexander, Jerry	Technology
Briggs, Sandra	SPED teacher
Begley, Adrianna	Vocational Agriculture
Carlson, Tylisa	Para Professional
Davis, Leah	Cafeteria
Davis, Ramonia	FACS/Concession/Alt Ed and Virtual Director
Dennis, Chris	School Resource Officer
Dennis Jeri Dawn	HS Counselor
Dunham, Teresa	Para Professional
Eaton, Donnie	Custodian
Erwin, Diane	Librarian/SPED Director
Erwin, Randall	Superintendent
Estep, David	Technology Assistant
Finley, Jaascie	Elementary coach
Fite, Jodi	4th grade
Girten, Darlene	Supt Office
Gore, Marsha	English and Administrative Assistant
Hahn, Jeff	Director Maintenance
Hahn, Tamara	2nd Grade
Hairrell, Nita	Reading Specialist
Hairrell, Rachel	Teaching Assistant
Hembey, Wade	Welding
Holley, Megan	3rd grade
Hollingsworth, Terry	Transportation/Grounds
Howze, Angela	Humanities - Art/Music
James, Will	Maintenance
Jones, Melinda	Elem Secretary
Kyle, Carol	High School Secretary/Cafeteria
Lee, Misti	Cafeteria

Lowe, Jacob Elementary Principal	
Milligan, Keith High School Principal	
McDaniel, Sherona	Special Education
McEntire, Renee	5th Grade
Meeks, Joylea	Day Care Director
Mitchell, Kathy	MS Language Arts/Science
Morrison, Ame	Cafeteria
Norris, Shianne	1st Grade
Payne, Amy	Business Technology
Peterson, Jennifer	Highschool Math
Roberts, Donna	Supt Office
Roberts, Misty	Para Professional
Scarberry, Mary	Custodian
Scarberry, JoAnn	High School Math/Coach
Singleterry, Seth	Coach, E-sports
Smallwood, Karen	Kindergarten
Smith, Kelly	Special Education
Topaha, Tayla Coach	
Whitehead, Jeffery	MS Math/Language Arts
Whitehead, Josh	HS Social Studies

CLUB SPONSORS

Future Farmers of America (FFA)	To promote agriculture	Adrianna Begley
Family, Career and Community Leaders of America (FCCLA)	To promote family, careers, and committee leadership	Ramonia Davis
Business Professionals of America (BPA)	To promote business and leadership	Amy Payne
Yearbook	To promote school spirit	Josh Whitehead
Student Council	To promote student government	Jeri Dawn Dennis
National Honor Society	To recognize student academics	Jeri Dawn Dennis

SCHOOL CLUBS & ORGANIZATIONS

Parents or guardians of students may notify the Principal in writing that they do not want their child to participate in clubs or organizations that are extra-curriculum. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians shall also be responsible for retrieving their child from attendance at a club or organization in which permission is withheld.

CONTINUING NOTICE OF NON-DISCRIMINATION

Clayton Public Schools does not discriminate on the basis of race, color, national origin, sex. Disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records

unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.