

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Cordell Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

A. Administrators and Supervisors

- 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- 3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

SEXUAL HARASSMENT OF STUDENTS (Cont.)**3. Report, Investigation, and Sanctions**

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment regarding school personnel.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. An effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.

STUDENT COMPLAINTS AND GRIEVANCES

Any student of Cordell schools may file a complaint against any school employee or any school rule or regulation. The complaint must be in writing. A complaint against an employee must be filed within 20 days following the act or event about which the complaint arose. The complaint must be specific and in reasonable detail as to who, what, where, and when. Complaints or grievances not filed within 20 days shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed on the board complaint form. Complaints or grievances concerning a principal's rule or regulation shall be filed with the principal.

1. If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal.
2. If the issue involves another student or other personnel, the parties will address the issue with the principal.
3. If the issue is not resolved, the parties will bring the issue before the superintendent.
4. If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the school board is final.

PROCEDURES FOR FILING AND RESOLVING DISCRIMINATION COMPLAINTS

In the event a student wishes to file a complaint, the following procedures shall apply:

Definitions

1. **Discrimination Complaint:** A complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student:** A student of this school district who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
3. **Equal Educational Opportunity Officer:** The EEO officer is the person designated to coordinate efforts to comply with and carry out its responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The EEO officer is responsible for processing complaints and serves as moderator and recorder during hearings.
4. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. **Day:** Day means a working day; the calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.

Pre-filing Procedures

Prior to the filing of a written complaint, the student is encouraged to visit with the school building principal and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints

1. **Student:** Submits written complaint to EEO officer stating name, nature and date of alleged violation; names of persons responsible (when known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in office of the superintendent.
2. **EEO Officer:** Notifies respondent within 10 days and asks respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of student's complaints; (c) outline alternatives.
3. **Respondent:** Submits answer within 10 days to EEO officer.
4. **EEO Officer:** Within 10 days after receiving respondent's answer, EEO officer refers the written complaint and respondent's answer to the building principal. The EEO officer also schedules a hearing with the student, the respondent, and the principal.

**PROCEDURES FOR FILING AND RESOLVING
DISCRIMINATION COMPLAINTS (Cont.)**

5. Principal: Within 10 days after the hearing, issues a written decision to the student, respondent, and EEO officer.
6. Student/Respondent: If the student or respondent is not satisfied with the decision, they must notify the EEO officer within 20 days and request a hearing with the grievance committee.
7. EEO Officer: Within 10 days of request, schedules a hearing with the student, respondent, and grievance committee.
8. Grievance Committee: Within 10 days of hearing, submits a written report to the superintendent. The report shall include the committee's determination regarding the validity of the complaint and its recommendation as well as a statement of the reasons on which the findings have been based. All findings of the committee shall be determined by majority vote.
9. Superintendent: Shall consider recommendation of grievance committee and issue a final decision within 10 days after receipt of the grievance committee report.
10. The person designated to coordinate compliance activities and act as EEO officer shall be the superintendent.

General Provisions

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 180 days.
2. Access to Regulations: The school district shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, sex, or qualified handicap upon request.
3. Confidentiality of Records: Complaint records shall remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

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STUDENT RESIDENCY

It is the policy of the Cordell Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1113(A)(1).)

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to

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identify homeless children within the district, encourage their enrollment, award partial credit and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness. The district shall provide annual staff training pertaining to the implementation of the requirements of the Federal McKinney Homeless Assistance Act.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
5. A migratory child who is staying in accommodations not fit for habitation.
6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
7. A child who is placed in a state institution because s/he has no other place to live.
8. A child who has been abandoned by his/her family and who is staying in a hospital.
9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.
10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

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1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.
3. Customary transportation policies and regulations shall be waived.
4. Official school records policies and regulations shall be waived.
5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.
7. Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information under state or federal law.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Career and Technical Education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services upon parental request.

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Residency Officer

The school district designates a residency officer.

The residency officer may be contacted by calling the school district or by writing to the residency officer at the following address, or by personally visiting the residency officer at Cordell Public Schools Attn: Residency Officer, P.O. Box 290 Cordell, OK 73632.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

DEFINITIONS

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

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“Best Interest” means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child’s present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child’s performance, continuity of education and engagement in the school the child presently attends;
6. Child’s special education programming if the child is classified;
7. Point of time in the school year;
8. Child’s permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child’s parent(s) or education decision maker(s)
12. The child’s attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child’s sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child’s educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child’s developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

REFERENCE: 70 O.S. §1-113, §1-114
70 O.S. §18-111
42 U.S.C. § 11432

A POLICY ON THIS TOPIC IS REQUIRED BY LAW.

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STUDENT RESIDENCY DISPUTE PROCEDURES

The superintendent of schools shall serve as the district residency officer.

If a dispute arises regarding a student's residency, or residency status as “homeless” under the McKinney-Vento Homeless Assurance Act, the parent or guardian may request a review of the ruling by the superintendent. Any question or dispute as to the residence of a student shall be determined by the superintendent pursuant to the following procedures:

1. If the school district initially denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student shall be informed that a request may be made for a review of the decision of the local residency officer.
2. If, during the course of the school year, a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue attending Cordell schools until these dispute procedures have been exhausted.
3. The parent of the student may request a review by notifying the residency officer in writing within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. The information must be submitted with the request for review.
4. Within three (3) school days of the receipt of the request for review, the residency officer must render a decision and notify the parent, in writing, of the decision and the reasoning therefor.
5. In the event the parent disagrees with the decision, the parent shall notify the residency officer within three (3) school days of receipt of the residency officer's decision. The residency officer will submit to the board of education his or her findings and all documents reviewed. The board of education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The board's decision shall be the final administrative decision.
6. In an effort to place students in school as quickly as possible, timelines shall be followed unless, due to emergency circumstances, both parties agree to an extension of timelines.

Any question as to the place of residence of any child for school purposes shall be decided pursuant to procedures utilized by the State Department of Education.

Legal Reference: **42 U.S.C. 11432**

STUDENTS: ENROLLMENT REQUIREMENTS

It is the policy of the Cordell Board of Education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records. However, no child shall be admitted unless such child can present certification from a licensed physician or other authorized individual that such child has received, or is in the process of receiving, immunizations against diphtheria, pertussis, tetanus, measles (rubella), poliomyelitis, and smallpox, or is likely to be immune as a result of the disease.

Students who are not residents and who have been legally transferred to this school district shall have the same benefits as legal residents of the district.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. Placement in a specific class or grade level will be based on administrative determination.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. Maximum age to which students may attend school tuition-free is twenty-one except that any person between the ages of 21 and 26 may attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Such person must show an inability to attend school for definite periods of time because of a physical disability or service in the armed services.

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan.

**REFERENCE: 70 O.S. §1-114
70 O.S. §5-132
70 O.S. §18-108, §18-111**

ELECTRONIC SIGNATURES

The Board recognizes the effective and efficient use of electronic communications to conduct business. Under certain conditions, electronic signatures satisfy the requirements of a written signature when transacting business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed, and stored.

Definitions

Attribution - an electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic signature was attributable.

Electronic Signature - an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Electronic Record - any record created, generated, sent, communicated, received or stored by electronic means.

An electronic signature may be used if the law requires a signature unless there is a specific law, regulation, or order that requires records to be signed in nonelectronic form. The issuance and/or acceptance of an electronic signature by the District shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws. Such electronic signature shall have the full force and effect of the manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed; and
4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

The District may utilize electronic recordkeeping systems that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby the District can:

1. Verify the attribution of a signature to a specific individual;
2. Detect changes or errors in the information contained in a record submitted electronically;
3. Protect and prevent access, alteration, manipulation or use by an unauthorized person; and
4. Provide for nonreproduction through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

ELECTRONIC SIGNATURES CON'T

The District shall ensure that all electronic signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.

The District may elect to receive and accept as original, electronic records and signatures so long as the communication, on this face, appears to be authentic, and conforms to all other provisions of this policy.

The District will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.

The District will not accept electronic signatures on student records including, but not limited to, absence excuses from parents/guardians, educational trip requests, and certain documents related to the Individuals with Disabilities Education Act.

PLACEMENT OF STUDENTS WHO HAVE BEEN IN A HOMESCHOOL PROGRAM

When a student or parent or guardian of a student who has been in a homeschool program requests to enroll in Cordell Public Schools, the principal will determine placement of the student.

Students requesting enrollment in grades K-9 shall be administered a standardized achievement test. Students requesting enrollment in grades 10-12 shall be administered comprehensive examinations in subject areas for which credit is requested. Credit for all work in grades 9-12 will be on a pass-fail basis rather than letter grades.

All examinations shall be administered by the school district and copies of the examination given and the results shall be kept on file for one year.

In determining placement, the principal shall consider all pertinent student data, including but not limited to:

The test scores or results of the comprehensive written examinations,

Type of program the student has been in,

Age of student, previous records in school, recommendations or report from outside source, and recommendation of parent.

The principal will determine the final grade placement of the student and the academic units for which the student is to receive credit.

Should the parent or student not agree with the placement or credits for academic units, the decision may be appealed to the superintendent and board of education.

STUDENT ATTENDANCE

Regular attendance is essential for promotion and success in schoolwork. When an absence is necessary, it is the student's responsibility to see that this work is made up on time (one day for each day absent). Example: Absent 1 day – the student has one day to make up the work; that is, if absent on Tuesday, return to school Wednesday, makeup work due Thursday. If the student is absent 1 week, Monday through Friday, the student has the next week to makeup the work, with all assignments due on the following Monday. If makeup is not finished in the days allowed, a zero will be recorded in the grade book. An excused absence is merely an opportunity to make up work. It will be treated as an unexcused absence if the student fails to do the work missed. Zero (0) will be given for that day. Excessive absences, even though excused, are bound to affect a student's grades.

1. If a student is absent, the parents need to call the office. The office will be open at 8:00 a.m. The phone number for the junior-senior high school is 580-832-3420 EXT. 202 and for the elementary 580-832-3420 EXT. 402. It is the responsibility of the parent to notify the school the day the student is absent.
2. If it is not possible to call, the parent is asked to write a note, which the student will bring to school the day he/she returns, explaining the student's absence. If this is not done on the day the student returns, an unexcused absence will be recorded.
3. If the student has a dentist or doctor appointment, the student needs to check out through the office. Upon returning, the student needs to bring an appointment card with the time of the appointment of a note signed by the doctor.
4. If a student becomes sick at school, the student needs to report to the office to be dismissed from school. A parent will be notified.
5. The student must always check out at the office to leave school for any reason. Failure to do so will constitute an unexcused absence.

REFERENCE: 70 O.S. §10-105, §10-106
Department of Education, Administrator's Handbook

STUDENT ATTENDANCE (REGULATION)

In accordance with the policy of the board of education, the following shall govern student attendance:

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class 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 Review Committee and approved by the board, shall be 10.
3. Once a student has had 10 activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences.

The Internal Review Committee shall be appointed by the principal and approved by the board of education.

The criterion for continuing beyond the 10 day absence limit shall be as follows:

- A. A student must have a letter grade of a "C" or better in the subject he/she wants to miss.
- B. Before a student is given permission to be absent beyond the 10 day limit, even though having a "C" or better, the student's record must show that the grade was not adversely affected by the previous five days of absence and the student 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 absences to be allowed per student. However, unreasonable request upon the committee for exemptions will not be considered.

The office will keep a record of all absences but distinguish between student activity absences and regular absences. When a student has obtained 10 activity absences, the student's name is to be submitted to the principal. Each teacher who anticipates requesting students to be taken out of the classroom for any extracurricular activity should file an activity calendar stating the probable dates.

Activities excluded from the 10 day rule are:

Class meetings, assemblies, field trips approved by the principal, and others such as State and National levels of school-sponsored contests.

ATTENDANCE POLICY (REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. ~~Thus, any absence from those classes represents an educational loss to the student.~~ The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

~~In accordance with the policy of the board of education, each student in High School and Junior High School (See FDC R2 for K-6) is required to attend each class unless an absence is excused, a minimum of _____% of the time in order to receive credit for that class.~~

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by _____ a.m./p.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone.

ATTENDANCE POLICY, REGULATION (Cont.)

- b. The student is on pace for on-time completion of the course as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

- 1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
- 2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

- 1. A student may take up to ____ days of absences by arrangement per semester.
- 2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
- 3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
- 4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up with a grade of "0" counted. Nine unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Tardies

- 1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
- 2. A student who is more than 15 minutes late is counted absent for the period.
- 3. 3 tardies will constitute an unexcused absence from that class.

ATTENDANCE POLICY, REGULATION (Cont.)

Any student who exceeds the 9 day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

*** LEGAL REFERENCE:** **38 O.S. §37**
 70 O.S. § 10-105
 70 O.S. § 3-145.8

**ATTENDANCE REGULATION
(KINDERGARTEN THROUGH SIXTH GRADE)**

In accordance with the policy of the board of education, this regulation shall govern attendance and absenteeism in grades Kindergarten through six.

The maximum number of absences during any nine-week period shall be 9. A student absent from class more than 9 times during a nine-week period shall be required, along with the student's parents, to work out an improvement plan with the principal.

Students who are absent from class shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class.

When a student is absent, the parent or guardian should call the attendance office before noon the day of the absence if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence.

The following are examples of absences:

AVOIDABLE

Vacations
Trips for visits

UNAVOIDABLE

Personal Illness
Medical Appointments

LEAVING SCHOOL GROUNDS CLOSED CAMPUS

It is the policy of the Cordell Board of Education that the schools will have a closed campus for grades Pre-K through 10th. 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 that student. Each student should plan to arrive at school before the 8:15 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.

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

1. 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).
2. The principal or office personnel must talk personally with the parent/guardian.
3. The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

Grades K – 10 are closed campus.

Before permission can be granted for a student to leave the campus during the lunch period:

1. The student's parent/guardian must notify the principal's office that the student will be leaving.
2. For grades 7 – 9 only the parent/guardian or grandparent may pick up the student. (If a custodial parent does not wish the child to be released to a noncustodial parent, appropriate written instruction should be filed with the school. A parent who is awarded legal custody of a child by court action shall file with the school a copy of the court decree awarding such custody.) The parent/guardian or grandparent must sign the student out through the junior high principal's office before the student is allowed to leave.
3. A sophomore's parent/guardian may call the office before the lunch period to release the students.

Any student who fails to abide by these policies will be considered truant and could be subject to discipline or loss of parking privileges.

COLLEGE DAYS

Students in the Cordell schools who are classified as seniors will be permitted two college days during the school year, which will not be counted as absences. The following criteria must be met before a student will be permitted to visit a college:

1. The student must have taken the ACT.
2. The student must notify the counselor one week before visiting the college campus.
3. The counselor must receive notification from the college that the student did visit with the intent to discuss enrollment on the date(s) specified.
4. It is preferable for the student to visit colleges on weekends and days off during the year. College visitation days set by the principal, must be attended in order to allow the student the chance to visit colleges at other times.
5. Any deviation from these rules will cause the student to lose the chance to visit any other schools; lose semester test exemptions.

STUDENT TRANSFERS

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting April 1st of the preceding school year. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

TRANSFER POLICY(Cont.)

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

The district has a capacity of 40 in Grade PK at Cordell Elementary School.
The district has a capacity of 60 in Grade Kinder at Cordell Elementary School.
The district has a capacity of 18 in Transitional First Grade at Cordell Elementary School.
The district has a capacity of 60 in Grade 1st Grade at Cordell Elementary School.
The district has a capacity of 60 in Grade 2nd Grade at Cordell Elementary School.
The district has a capacity of 60 in Grade 3rd Grade at Cordell Elementary School.
The district has a capacity of 50 in Grade 4th Grade at Cordell Elementary School.
The district has a capacity of 50 in Grade 5th Grade at Cordell Elementary School.
The district has a capacity of 50 in Grade 6th Grade at Cordell Elementary School.

The district has a capacity of 60 in Grade 7th Grade at Cordell Junior High School.
The district has a capacity of 60 in Grade 8th Grade at Cordell Junior High School.
The district has a capacity of 60 in Grade 9th Grade at Cordell Junior High School.

The district has a capacity of 60 in Grade 10th Grade at Cordell High School.
The district has a capacity of 60 in Grade 11th Grade at Cordell High School.
The district has a capacity of 60 in Grade 12th Grade at Cordell High School.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future

TRANSFER POLICY(Cont.)

years. At the end of the school year, the district may deny continued transfer of the student due to ~~capacity or for~~ disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. ~~If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.~~ The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

THIS POLICY REQUIRED BY LAW.

**STUDENT TRANSFERS FOR
CHILDREN OF TEACHERS**

Children or wards of individuals employed as teachers by the school district shall be allowed to transfer into the school district without regard to other transfer policies. A student who enrolls pursuant to this policy shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. Eligibility requirements are governed by the Oklahoma Secondary School Activities Association.

REFERENCE: 70 O.S. §8-113
70 O.S. §8-103.2

TRANSFERS FOR SPECIAL EDUCATION STUDENTS

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the child in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the child. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

REFERENCE: 70 O.S. §13-103

WITHDRAWAL FROM SCHOOL

The Cordell Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

On a quarterly basis as scheduled by the State Department of Education, the principal will notify the Department of the name, address, race, and age of any student dropping out from school during the preceding quarter. A dropout is any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over 14 years of age and under 18 years of age withdraws from school, the attendance officer shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. Within 15 working days of receipt of the notice, DPS shall provide written notice by certified mail, return receipt requested, to the student that the driver license of the student will be canceled or the application of the student will be denied 30 days following the date the notice to the student was sent unless documentation of compliance is received by DPS before such time. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The board of education or appropriate designee shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

Any student who has ten (10) days of unexcused absence shall no longer be considered a student in this district and will be dropped from the membership rolls of the school and reported to the State Department of Education.

**REFERENCE: 47 O.S. §6-107.3
70 O.S. §35e**

HEALTH: STUDENTS

The Cordell Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, shall be prohibited from attending school until a health officer has determined that the child is free of the contagious disease or that the disease is no longer contagious.

**REFERENCE: 70 O.S. §5-117, §10-105, §11-103, §1210.194
63 O.S. §1-507**

PROCEDURES FOR HEAD LICE TREATMENT

The following procedures shall be followed for the detection and prevention of the spread of head lice.

1. A screening shall be conducted of students for the detection of head lice as deemed necessary by the building Principal.
2. If head lice are found, a note will be sent to the parent or guardian of the student. -The student will be sent home if deemed necessary by the school nurse. The parent will be notified that treatment is required before the student may return to class.
3. The student must be treated with a head lice shampoo before re-entry to school. Although students may return to school, infested students must be treated again in seven to ten days.
4. If the student is found to be inadequately treated, the student shall not be readmitted to school until treatment is initiated and the student is found to be free of crawling forms of lice. The criteria for readmission after the initial treatment shall be absence of crawling forms and evidence of a recent shampoo.

Once head lice have been detected, parents and guardians need to learn that treatment with a head lice medication is not sufficient to control the infestation. These rules need to be followed:

1. Both the infested individual and their personal articles (caps, combs, brushes, towels, bedding, etc.) should be thoroughly cleaned with hot water and soap when possible.
2. Machine-wash all washable clothing and bed linens that have been in contact with the infested individual during the last 48 hours.
3. Personal articles that cannot be washed may be dry-cleaned or placed in a plastic bag and sealed for a period of ten (10) days.
4. Soak combs and brushes for an hour in a, or put them in a pan of water on the stove and heat to 125 degrees for five to ten minutes. Caution: heating may damage the comb or brush.
5. Cleaning of the house and other rooms inhabited by infested persons should be limited to thorough vacuuming. The effectiveness of pediculicidal sprays has not been proven. Fumigation of the home is not recommended.
6. Apply a pediculicide (medicated shampoo according to package directions) to the hair of the infested individual.
7. Comb the hair thoroughly with a fine-toothed comb to remove all dead lice and nits. To make combing easier, it may be helpful to apply a creme rinse or one-half vinegar/one-half water solution after shampooing.
8. Have the person to put on clean clothing after treatment.
9. Repeat the treatment in seven to ten days to kill newly hatched lice.
10. All family members or other close contacts must be examined for the presence of lice and active nits and treated, if indicated, at the same time as the affected individual.

CONTAGIOUS AND LIFE THREATENING DISEASES

The Cordell Board of Education is concerned for the health and well-being of students and staff of the public schools. While the general health and physical well-being of a student is the responsibility of the parent, the board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law (70 O.S. §1210.194 and 63 O.S. §1-507) prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease.

Oklahoma law (70 O.S. §10-105 [1]) also permits the exclusion of a child by reason of mental or physical disability as determined by the board of education upon a certificate of a duly-licensed and practicing physician.

The board of education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease. Children may be excluded from school when the board believes exclusion is necessary to promote the safety and well-being of students and staff.

IMMUNIZATIONS STUDENTS

The Cordell Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

- 5 DPT (Diphtheria - Pertussis - Tetanus) (unless the fourth dose was received after the fourth birthday)

- 4 Poliomyelitis (unless the third dose was received after the fourth birthday)

- 2 Measles, Mumps, and Rubella (MMR)

- 3 Hepatitis B

- 2 Hepatitis A

- 1 Varicella (Chickenpox)

TDaP Beginning with 7th graders in 2011-12 school year. Every subsequent year, these requirements will be extended by one additional grade level

**REFERENCE: 70 O.S. §1210.191, et seq.
Oklahoma State Department of Health Regulations**

**FIRST AID
STUDENTS**

The Cordell Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. The superintendent shall prepare regulations supporting this policy and establishing a procedure for assisting students who become ill or injured during the school day.

The superintendent shall emphasize to students and parents that, in order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only. The regulation prepared by the superintendent must be approved and adopted by the board.

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Cordell Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee including school nurse, secretary, teacher, or aide if proper training in medication administration by the school nurse has taken place, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody.

A Parental authorization to administer medicine form must be on file with the school nurse.

All Medications will also be accompanied by prescriber statement that indicates the following:

- A. purpose of the medication,
 - B. time to be administered while at school
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication if administration at school is to be short-term.
 - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, ~~or~~ an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. This statement shall be included in the asthma action plan/ anaphylaxis action plan, to be completed by primary healthcare provider.

Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law, for use in the event that the student does not have emergency medication in their possession that day.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

- C. Permission for the self-administration of asthma, ~~or~~ anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with written instructions from completed by the student's physician and a prescriber statement form shall be on file.

District personnel may assist a student in applying sunscreen with the written permission of a parent, guardian, or person having legal custody.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet which is accessible only to a limited number of specifically authorized employees, except medication retained by a student per physician's order or emergency medication such as epi pens, rescue inhalers that are to be immediately available to administer to the student in need.
- D. Return unused prescription medication to the parent or guardian only. All unused medication at the end of the school that hasn't been picked up by parent after attempts via letter and by phone by school nurse will be destroyed.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.

PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE

TO: _____
(Principal)

(School)

I am the parent with legal custody, the legal guardian, or individual assuming permanent care and custody of _____, a student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize and request the school principal, or _____ (an employee of the school district designated by the principal, and me) to:

_____ Administer _____, a non-prescription medication that I am hereby supplying you, in accordance with the written instructions of the child's physician that is attached hereto.

_____ Administer _____, a filled prescription medication that I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.

_____ Administer _____, a filled prescription medication that I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto.

_____ Permit the student to retain the medication on the student's person since the medication must be administered at unpredictable intervals throughout the day. A physician's statement that the student is capable of, and has been instructed in the proper method of, self-administration of medication is attached.

I understand that under state law, the board of education, the school district, or the employees of the district shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized or from the self-administration of medication by the student.

Dated this _____ day of _____, _____.

(Parent with Legal Custody, Guardian, or Individual Assuming Permanent Care and Custody)

(Address)

WITNESS:

**LOG OF THE ADMINISTRATION OF MEDICINE
FOR THE CORDELL SCHOOL
SCHOOL YEAR ____ - ____**

DATE MEDICINE ADMINISTERED	NAME OF STUDENT GIVEN MEDICINE	NAME & TITLE OF PERSON WHO ADMINISTERED MEDICINE	NAME OF MEDICINE	DOSAGE & TIME GIVEN

**EMERGENCY AUTHORIZATION TO ADMINISTER
NONPRESCRIPTION MEDICATION**For Students in Grades K-6

I hereby authorize the school nurse, or persons designated to administer medication in her absence, to administer nonprescription medication, as indicated, when necessary, advisable, or in an emergency.

_____ Aspirin Substitute

_____ Cough Formula

_____ Antacid

I understand that a school official will require additional verbal approval before administering the medication.

For Students in Grades 7-12

I hereby authorize the school nurse, or persons designated to administer medication in her absence, to administer nonprescription medication, as indicated, when necessary or advisable.

_____ Aspirin

_____ Aspirin Substitute

_____ Cough Formula

_____ Antacid

I request that this authorization remain in force as long as my child is a student in this school, unless school personnel are advised in writing of a change.

Student's Name

Grade

Date

School

Signature of Parent/Guardian/Individual Assuming
Permanent Care and Custody

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

In compliance with state law, the Cordell Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
 - A. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
 - B. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

REFERENCE: 70 O.S. §1-116.3

OSSBA POLICY SERVICES LEGAL NOTES:

70 O.S. § 116.3 requires school districts to adopt a policy permitting self-administration of inhaled asthma medication by a student for treatment of asthma.

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.

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 nonreemployment.

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.

SEIZURE-SAFE SCHOOLS

The district will ensure that any student who is diagnosed with a seizure disorder, will be provided with a seizure action plan that is a written, individualized health plan designed to acknowledge and prepare for the student's health care needs.

When the district has a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms which is approved by the Food and Drug Administration the requirements of the Seizure-Safe Schools Act will become applicable to the district. At that time, the district will have at least one employee at each school the child attends who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;
2. Provide a written statement from the student's health care provider that will contain the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dose;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

Written authorization shall be maintained in the office of the school nurse or school administration and shall be distributed to any school personnel or volunteers responsible for the supervision or care of this student. The written authorization is effective for the school year in which it is granted and may be renewed each following school year.

A school employee may not be subject to any disciplinary proceeding resulting from an action taken in compliance with the Seizure-Safe Schools Act. Any employee acting in accordance with the provisions of this act shall be immune from civil liability unless the actions of the employee rise to a level of reckless or intentional misconduct.

A school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

VISION SCREENING OF STUDENTS

During enrollment, parents or guardians of students who enroll in kindergarten, first, or third grade for the 2007-08 school year and thereafter, shall receive notification of state law via a copy of this policy regarding vision screening.

Beginning in the 2007-08 school year, the parent or guardian of each student enrolled in kindergarten, first, or third grade shall provide certification to school personnel that the student passed a vision screening within the previous twelve months or during the school year. The screening shall be conducted by personnel listed on the statewide registry maintained by the State Health Department.

No student shall be prohibited from attending school for a parent's or guardian's failure to furnish a report of the student's vision screening.

REFERENCE: 70 O.S. § 1210.284

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

It is the goal of the Cordell Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco so that students may learn the adverse and dangerous effects of drugs on the human mind and body and the proper usage of prescription and nonprescription medicines.

The philosophy of this school district is that drug abuse includes any physical or mental state resulting from the use of a drug for any purpose other than its medically prescribed use if appropriate. The board believes that prevention requires education, and that the most important aspect of the policies and guidelines of the district should be the education of each individual student.

It is the intent of this school district to coordinate its efforts and activities with appropriate state and local health and law enforcement agencies and drug and alcohol abuse programs within the community which provide drug education, prevention, treatment, and rehabilitation.

For the purposes of this policy, the following definitions are adopted:

"Alcohol" means any nonintoxicating alcoholic beverage or alcoholic beverage as defined in Oklahoma Statutes, Title 37;

"Drug" means articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; articles, other than food, intended to affect the structure or any function of the body of man or other animals; and articles intended for use as a component of any article specified herein. "Illicit drugs" includes tobacco and tobacco products.

Objectives of the Drug Education Curriculum

1. To create an awareness of the drug problem including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.
2. To inform students of the effect of narcotics, sedatives, hallucinogens, and other drugs.
3. To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.
4. To encourage students to adopt appropriate attitudes toward pain, stress, and discomfort.
5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.
7. To develop an interest in preventing illegal use of drugs in the community.

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO (Cont.)

The superintendent is directed to develop a drug education curriculum implementing these objectives. The superintendent is further directed to develop an addendum to this policy describing the health hazards of drug usage.

REFERENCE: 70 O.S. §1210.229-1, et seq.
Public Law 101-226

ACCIDENT INSURANCE STUDENTS

It is the policy of the Cordell Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available for each student during the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. The public schools may not legally pay insurance premiums or medical bills for students.

In making accident insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency. Student insurance will be made available under these guidelines and will be treated entirely as an administrative matter:

1. Schedules of limited coverage will be offered in order to keep the premium within the reach of the majority of students. Once the student insurance has been selected and implemented, it becomes primarily a matter between the student or parent and the insurance company, with the school participating only to the extent of filling out and turning over to the student or parent that portion of the claim form necessary to certify the time, location, and circumstance of the accident, and to identify the student as a participant in the student insurance program.
2. The student insurance offered will be available for all students participating in junior and senior high school athletics.
3. The student insurance program selected may be continued for up to five consecutive years, subject to the approval of the company, without seeking new proposals on the open market as long as the premium remains the same and the service rendered proves satisfactory.
4. The agency and/or underwriting company must provide knowledgeable local representation to follow up problem claims, answer questions concerning coverage and procedures, and generally expedite the entire program from the standpoint of communicating among the claimant, doctor or hospital, and claims office. In addition, the underwriting company, if not located in Oklahoma, must maintain an agent within the state with authority to handle, adjust, and process claims so that final claim determination will be made within the State of Oklahoma.

VEHICLE USE AND PARKING STUDENTS

The Cordell Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking. Students will not park vehicles in the parking lot(s) designated for staff and visitors. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

**STUDENT AUTOMOBILE USE
(REGULATIONS)**

Students must be properly licensed to bring a motor vehicle to school. Students bringing any type of motor vehicle to school and will leave the same parked when he/she arrives at the school grounds until after the buses run each day. Permission must be obtained from the office for students to use such vehicle. Students are not allowed to sit in parked cars. Any student moving a vehicle without permission will lose the privilege of parking on school property for a period which may include the remainder of the school year! Repeated offenses will result in suspension.

Vehicles On School Property – Note: All vehicles on school grounds are subject to search by school officials or law enforcement personnel.

No student will be allowed to drive his/her vehicle to classes at Western Technology Center. Permission may be obtained from the principal but will only be granted if special circumstances exist.

SCHOOL BUS PROGRAM

The Cordell Board of Education believes that the purpose in maintaining and operating school bus transportation as a part of the general school program shall be to provide transportation to and from school for those students identified below and on such auxiliary trips as the board shall approve.

The board **may provide** school bus transportation to students who live outside a one and one-half mile radius of school at any designated pick-up points. The provision of school bus transportation is not a right of students, but is a privilege extended by the board of education. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required. The drivers have the same authority over the pupils riding in the buses as teachers have while the pupils are in school.

REFERENCE: 70 O.S. §9-101, et seq.

SCHOOL BUS INCIDENT REPORT**CORDELL PUBLIC SCHOOLS****CORDELL, OKLAHOMA**

Bus No. _____ Driver _____ Date _____

Type of incident _____

____ Student _____
(Name of student)____ Driver _____
(Name of driver)

Incident:

____ Failure to remain seated

____ Refusing to obey driver

____ Fighting

____ Profanity

____ Lighting matches

____ Smoking on bus

____ Throwing objects from bus

____ Throwing objects on bus

____ Hanging out of window

____ Spitting

____ Disobeying bus monitor

____ Bothering others

____ Vandalism

____ Other (See below)

Comments: _____

Signature _____

Action taken: _____

Signature _____ Position _____

SCHOOL BUS PROGRAM (REGULATIONS)

In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The length of suspension will be determined by the principal; subsequent suspensions may be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are paid.
6. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action deemed necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges could be withdrawn.
7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
8. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
9. Elementary school students waiting at the high school until school dismissal must remain in the bus.
10. If a student is denied transportation for any reason, the parent(s) will be notified as soon as possible. The bus driver shall not put a child off the bus other than at the student's regular stop without parental permission.

**ACTIVITY BUS USE
(GUIDELINES)**

In accordance with the policy of the board of education and to assure a well-maintained activity bus for all students, the following guidelines shall apply:

1. The bus driver is the "pilot" in command. He is ultimately responsible for the lives and safety of everyone aboard; therefore, he is the decision-maker. Bus lights shall be activated at all times that the activity bus is in operation.
2. The only carry-ons permitted on the bus will be books. All other items will be stored in the luggage compartment under the bus if available. If there is a question regarding a carry-on, ask the bus driver.
3. Riders are to be in their seats when the bus is in motion. No leaning over seat backs or resting feet in the aisles.
4. Unless the driver or a sponsor is aboard, the bus will remain locked.
5. In general, food and drinks are not to be taken on the bus; however, the driver has the prerogative of establishing his rules regarding this matter. The driver will announce these rules prior to departure.
6. When the activity bus arrives at its destination, the bus driver, with the assistance of the sponsor(s), will inspect the condition of the entire inside of the bus prior to riders getting off. Riders will be asked to clean up in the areas they have occupied.

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in matters pertaining to transportation. Children will be instructed as to the proper and safe conduct while aboard transportation vehicles. Emergency evacuation drills will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

All vehicles used to transport students will be maintained in a condition that will provide reasonably safe and efficient transportation service with a minimum of delay and disruption due to mechanical or equipment failure. Buses will be replaced as required to provide good equipment at all times.

Complete reports on any school bus accident should be filed in a timely manner. These reports should be brought to the attention of the board as soon as possible.

School bus drivers will always bring the bus to a full stop - with caution lights flashing - before loading or unloading passengers.

When unloading passengers, the driver will stay in place with caution lights on until the exiting passengers are at a safe distance away from the bus and/or clear of the street.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

REPORTING SUSPECTED CHILD ABUSE (Cont.)

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and
15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

REFERENCE: 10A O.S. § 1-2-101
10A O.S. § 1-2-104
63 O.S. §1-120 (G)
70 O.S. §1210.162
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is the policy of the Cordell Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school.

All staff members are instructed to refer any questions to the appropriate building principal or the superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent and teacher conferences (not necessarily together in the same conference).

As a general rule only the parent who enrolled the student in school may check the student (remove from enrollment) out of school. The school will honor the most recent court documentation in the event of a conflict.

REFERENCE: 43 O.S. §110

GUIDELINES FOR OUTSIDE AGENCY REPRESENTATIVES INTERVIEWING CHILDREN AT THE SCHOOL

The Cordell Board of Education recognizes that the primary function of the Cordell Public Schools is to educate the students in a secure, non-threatening environment. For this purpose, the Board requests that interviewing of students by any outside agency at the school be kept to a minimum. The purpose of this policy is to assist the school representatives in fostering a trusting relationship with the parents of the students. Promoting trust and open communication with the parents is essential to the student's education. The following criteria are established to minimize the disruption to the student, while still protecting the student from any abusive situations arising outside the school setting:

1. The principal/designee will inquire of the agency representative whether it is necessary to interview the student during the school day and on school grounds, and request that the interviewing be done outside of the school day if possible.
2. All outside agency representatives (DHS, Child Welfare, Law Enforcement, etc.) seeking authority to interview a student at school must receive authorization to do so from the building principal, or designee.
3. If a child abuse report is received while the student is in school, the principal/designee will allow agency representatives access to the student. Identification should be requested from the person seeking to interview the student at school from any person unknown to the principal/designee. If the principal/designee is uncomfortable with the person seeking to interview the student, or that person's credentials, or if the principal/designee perceives that conditions or circumstances are not in the student's best interest, access to the student should be denied until further information or clarification can be obtained.
4. It is not required that the parents be notified prior to allowing the agency representative access to the student, however the principal/designee may determine that it is in the best interest of the child to do so. If an agency representative produces a court order to interview the student, the principal/designee must comply without notifying the parent. The court order relieves the school district, its officials and employees, from any legal responsibility.
5. An agency representative may not physically remove a student from the school without a court order or prior notification of the parents.

REFERENCE: 10 O.S. §7102-7106

NOTE: 10 O.S. §7105 states that "any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed."

**CORDELL HIGH SCHOOL
WORK PERMIT**Circle Nine Week Period: 1st 2nd 3rd 4th**To be filled out by applicant:****Date:** _____

Student's Name:	SSN:
Address:	
Date of Birth:	Grade in which enrolled:

To be filled out by employer:

Employer's Name:	Telephone:
Business Address:	
Work Schedule: (Days of the week, and hours per day)	

I understand that my work permit is a privilege, and as such may be revoked for the following reasons:

1. Failure to maintain passing grades.
2. Misbehavior at school, or during the time I am supposed to be on the job.

If I, as a student, have my permit revoked, I will be required to return to school for the full day until such time that the principal reinstates the privilege.

I understand the above rules and agree to abide by all such rules.

Student's Signature

I agree to the above requirements and give my permission for my son/daughter to work during the last period of school.

Parent or Guardian's Signature

I verify that the student named above is my employee during the hours stated.

Employer's Signature

The student is approved for work permit with the above conditions.

Principal's Signature**This form must be completed before each nine-week period.**

WORK-STUDY REGULATION

In accordance with the policy of the board of education, this regulation shall govern the work-study program in the Cordell Public School system.

1. In order to qualify for the work-study program, a senior high school student must be able to complete graduation requirements during the senior year.
2. The student must obtain parental and school permission.
3. The student may be absent from school for employment purposes a maximum of one (1) class period each school day. The student must be in attendance for six hours each school day.
4. The student must be passing in three solid subjects during the first semester to be eligible for work-study the second semester. Classes in physical education, band, vocal music, yearbook, and athletics will not apply toward work-study eligibility.
5. School officials may visit the student's place of employment on a periodic basis to insure that the student is maintaining satisfactory employment during the hours the student is excused from class.
6. If the student's employment is terminated, the student must obtain other employment within one week or return to full time attendance.

FUND RAISING BY IN-SCHOOL ORGANIZATIONS

The Cordell Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Submit an estimate for the cost of the project to the superintendent.
2. Submit a list of sources for the fund raising to the superintendent.
3. Obtain approval for the project from the board of education.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
5. Door-to-door solicitation will not be conducted during school hours.
6. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

Students who fail to return school property (E.G. books, fund-raiser products, and/or money for products, uniforms, etc.) will not be allowed to participate in fund-raisers, activities relating to fund-raisers or other extracurricular activities until property or funds are paid to the school.

Raffles

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

Guidelines for Class Fund Raising Activities

All class fund raising activities shall be limited to the following:

All other fund raising activities for school organization shall be approved by the administration. The list of fundraisers must be submitted to the Principal by the September Board meeting for approval by the Board of Education. No changes or new fundraisers may be added after the deadline without board approval. There will be a two-week limit for selling items as fundraisers. A new project cannot be started until the first project is finished.

**REFERENCE: 21 O.S. §1051
70 O.S. §5-122, §5-129, §5-135**

STUDENT FUND RAISING ACTIVITIES PROCEDURES

In accordance with the policy of the board of education, the following procedures shall be followed for student fund raising activities:

Procedures

1. The sponsor shall submit an Activity Budget on the sponsor's project, preferably at the beginning of each school year one week prior to the September Board meeting.
2. All fund-raisers will be placed on the school calendar only after being approved by the board of education.
3. Prior to beginning the project, the sponsor in charge shall file a "Fund-raiser Request Form" with the building principal stating: a) type of fund-raiser, b) product to be sold, c) length of the project, d) quantity to be ordered, e) anticipated profit, and f) use of the profit.
4. Submit to board for approval.

Use of Students

Since students are being used in the project, they will need to know what they are going to sell, what the money is going to be used for, and what benefit they will receive personally. They also need to be aware of their liability should they lose their fund raising items or money; lost items or money will be paid back to the proper activity fund. All student participation in selling will be strictly voluntary.

Sponsor's Responsibility

Sponsors involved with the fund-raiser are responsible for the overall success of the project. They need to keep accurate records and will be held accountable for all money and items.

Financial Accounting

1. Prior to ordering any items for a fund-raiser, the sponsor in charge must secure authorization through the building principal.
2. All money collected from the sale of fund raising items must be turned in to the office on a weekly basis for deposit in the appropriate fund. The sponsor will be issued a receipt for these deposits.
3. All profits from fund raising shall remain in the appropriate fund until the sponsor directs the principal to expend the money for its intended purpose.

Other Procedures

The sale of items will take place in such a manner so as to not cause a disruption to the school day. The approval of the Principal or Superintendent will be required in such instances.

Sale of items at sporting events

No more than 3 student or outside organizations will be allowed to set up and sell items at football games, 2 organizations at basketball games. These limits are in place to assist with the movement of the crowd and so that several student organizations are not competing for fundraising dollars at the same event.

REFERENCE: 70 O.S. §5-122, §5-129, §5-135

STUDENT RECORDS

It is the policy of the Cordell Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

The district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of the educational programs of the school district. In such case, the district will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided for the purposes of the study, audit, or evaluation of the educational program.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

REFERENCE: 34 CFR 99.1
18 USC §§2331 and 2332(g)(5)(B)
20 USC 1232
P. L. 107-110, No Child Left Behind Act of 2001
51 O.S. §24A.16
70 O.S. §6-115
70 O.S. §24.101.4
70 O.S. §24-114

CUMULATIVE RECORDS

It is the policy of the Cordell Board of Education that a cumulative record shall be kept as the official file of each student enrolled in this school district. The record shall contain the progress of the student from kindergarten through the remaining school years, and shall include, but not be limited to, grades, attendance data, health and immunization history, results of testing programs, school activities, and personal and family background. Permanent student records should never be destroyed.

REFERENCE: 70 O.S. §24-114

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Cordell Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

- (1) The Department of Human Services,
- (2) The Department of Mental Health and Substance Abuse Services,
- (3) The State Department of Health,
- (4) The State Department of Education,
- (5) The State Department of Career and Technology Education,
- (6) The Oklahoma Commission on Children and Youth,
- (7) The J.D. McCarty Center for Handicapped Children,
- (8) The Department of Corrections,
- (9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,
- (10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8),
- (11) Statutorily-constituted juvenile bureaus, and
- (12) Other school districts upon their request and in compliance with state law.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. A copy of the school district's informed consent form may be found at FLE-E.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The board reserves the right to withhold a student's transcript (including a grade or a record of a grade) or other school records of any student who fails to return a textbook or make payment for the textbook or who owes the school for any other item purchased but not paid for.

The board shall consider the inability of a student to pay for textbooks and other items and shall also consider reasons for nonreturn of a book or item. No child shall be prevented by this policy from actually receiving a grade to which he/she is entitled or graduating if other requirements are met.

Any records supplied to the school by the student shall not be subject to withholding.

The school district shall charge \$.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

REFERENCE: 10 O.S. §620.1, et seq.
10 O.S. §7001-1.3
70 O.S. §24-101.4

THIS POLICY REQUIRED BY LAW.

CORDELL SECONDARY SCHOOL**606 E. THIRD STREET****CORDELL, OK 73632**

MR. LARRY R. JOHNSON, PRINCIPAL
MR. PAUL PANKHURST, ASSISTANT PRINCIPAL

FACSIMILE REQUEST SHEET

TO:
REGISTRAR

FROM:
School Counselor

SCHOOL:

DATE:

FAX NUMBER:

FAX NUMBER:
580-832-1091

PHONE NUMBER:

TELEPHONE NUMBER:
580-832-3432

Dear Registrar,

The following student has enrolled at Cordell Secondary School. Please send a transcript of grades and units of credit earned to date so the student can be properly enrolled.

Student	Grade

Would you also please send the following items?

- Withdrawal grades for subjects in progress (Number & Letter Grades)
- Interpretation of grades (Numerical to Letter Grades e.g., 90-100 = A, etc.)
- All available test scores
- Health records
- Cumulative and confidential records
- Discipline records

Please forward information to:

Cordell High School
School Counselor
606 E. Third St.
Cordell, OK 73632

INFORMATION COORDINATOR

The school district has designated a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized by a parent, legal guardian of the student, or by court order. Information regarding past and present students in the district may be released to law enforcement officers subject to court order or by parental consent.

Such information includes but is not limited to:

1. Student's name, address, telephone listing, and date and place of birth;
2. Parent or lawful custodian's name, address, and telephone listing;
3. Major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. Student's participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
7. Diplomas, certificates, awards, and honors received;
8. Most recent previous educational agency or institution attended by the student;
9. Discipline records.

**REFERENCE: 70 O.S. §10-103.2
34 CFR 99.1
20 USC 1232**

THIS POLICY REQUIRED BY LAW.

**COMPLIANCE WITH FAMILY EDUCATION
RIGHTS AND PRIVACY ACT OF 1974
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, micro-film, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
 - A. It was made as a personal memory aid;
 - B. It is in the sole possession of the individual who made it; or
 - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)****Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Superintendent's Office	Superintendent
Cumulative School Records (Former Students)	Building Office	Principal
Health Records	Building Office	Principal
Speech Therapy Records	Special Education File	SPED teacher
Psychological Records	Special Education File	SPED teacher

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph;

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

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

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

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
 - A. Establish the student's eligibility for the aid,
 - B. Determine the amount of financial aid,
 - C. Establish the conditions for the receipt of the financial aid, or
 - D. Enforce the agreement between the provider and the receiver of financial aid;
4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

**RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE
FROM EDUCATION RECORDS**

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
 - A. The school district's decision that the record is correct and will not be changed;
 - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
 - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

**NOTICE OF RIGHTS UNDER FERPA AND
NOTICE FOR DIRECTORY INFORMATION**

Dear Parent or Student:

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal/school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record believed to be inaccurate or misleading. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by a parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

NOTICE OF RIGHTS UNDER FERPA AND, NOTICE FOR DIRECTORY INFORMATION (Cont.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

5. FERPA also requires that Cordell Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

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

If you do not want the Cordell Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten (10) days of receiving this notice. The district has designated the following information as directory information, which may be released without obtaining parental consent: **(NOTE: The district may, but does not have to, include all the information listed.)**

Student's name, address, telephone listing, and date and place of birth

Parent or lawful custodian's name, address, and telephone listing

Major field of study and grade level classification (example: elementary, 7th grade, sophomore)

Student's participation in officially recognized activities and sports

Weight and height of members of athletic teams

Photograph

Electronic mail address

Dates of attendance, dates of enrollment, withdrawal, re-entry

NOTICE OF RIGHTS UNDER FERPA AND, NOTICE FOR DIRECTORY INFORMATION (Cont.)

Diplomas, certificates, awards, and honors received

Most recent previous educational agency or institution attended by the student

6. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.
7. Pursuant to a court issued "ex parte" order, personally identifiable information in the student's records may be released to the Attorney General of the United States or his/her designee in response to an "ex parte" order issued in connection with the investigation or prosecution of terrorism crimes.

STUDENT ACTIVITIES SCHOLASTIC ELIGIBILITY

It is the policy of the Cordell Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers will submit eligibility lists to the office as instructed by the building principal. The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the **Monday** following the week in which the student receives a passing grade in all courses.

NOTE: In compliance with the Family Education Rights and Privacy Act, under no circumstances should student eligibility or ineligibility lists be publicly posted in any manner.

Riley Boatwright Emergency Plan

Cordell Public Schools, in compliance with the Riley Boatwright Act, developed this plan to be in effect September 15, 2020 and will be reviewed annually for revisions and updates as necessary.

The plan will cover the district's cooperation with the City of New Cordell to provide emergency services at school events. While it is not feasible to have emergency services at every district event, the following events will have one dedicated First Responder:

- High School Football

In the event the City of New Cordell ambulance service is not available at an event, the administrator in charge can use his/her discretion in contacting 911.

STUDENT EXTRACURRICULAR ACTIVITIES CONTRACTStatement of Purpose and Intent

Participation in school-sponsored extracurricular activities at the Cordell School District is a privilege and not a right. Such privilege is governed by the district policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities (policy FNCFD). Alcohol and illegal drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Cordell Public Schools. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, student participants in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal drugs.

Participation in Extracurricular Activities

For the safety, health, and well-being of the students of the Cordell Public Schools district, the district has adopted the attached policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities (policy FNCFD) and this Student Extracurricular Activities Contract, which shall be read, signed, and dated by the student participant, parent or custodial guardian, and coach/sponsor before such participant shall be eligible to practice or 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 Student Extracurricular Activities Contract.

Student's Last Name _____ First Name _____ Middle Initial _____

I understand, after having read the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activity Contract, that, out of care for my safety and health, the Cordell School District enforces the rules applying to the consumption or possession of alcohol and/or illegal drugs. As a member of a Cordell Public Schools organization, I realize that the personal decisions that I make daily in regard to the consumption or possession of alcohol and/or illegal 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 school policy regarding the use or possession of alcohol and/or illegal drugs any time during the school year, I understand, upon determination of that violation, I will be subject to the restriction of my participation as outlined in the policy.

Signature of Student _____ Date _____

We have read and understand the policy on Student Possession or Use of Alcohol and Illegal Drugs and Participation in Extracurricular Activities and this Student Extracurricular Activities Contract. We desire that the student named above participate in the extracurricular activity programs of the Cordell Public Schools and we hereby agree to abide by all provisions of the policy.

Signature of Parent or Custodial Guardian _____ Date _____

STUDENT EXTRACURRICULAR ACTIVITIES CONTRACT (Cont.)

PLEASE OBTAIN THE SIGNATURES OF ALL COACHES/SPONSORS FOR EXTRACURRICULAR ACTIVITIES, TEAMS, OR ORGANIZATIONS IN WHICH THE STUDENT IS INVOLVED:

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

Signature of Sponsor or Coach

Activity/Team/Organization

WEAPONS

It is the policy of the Cordell Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

Adults in possession of a valid concealed handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon technology center school property so long as the weapon is carried or stored as required by law and is NOT removed from the vehicle while on technology center school property without the prior written consent of the technology center school administrator.

REFERENCE: 21 O.S. § 1277 and §1280.1

NOTE: "School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.

For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training course.

21 O.S. §1280.1 provides that any person violating this statute, upon conviction, will be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000.00), and imprisonment for not more than one (1) year.

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having 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 any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

WEAPONS-FREE SCHOOLS (Cont.)

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system.

REFERENCE: 18 U.S.C. §921
21 O.S. §1271.1, §1280.1

THIS POLICY REQUIRED BY LAW.

STUDENT CONDUCT (REGULATION)

In accordance with the policy of the Cordell board of education, the following standards of conduct are established for the public school system.

For the purpose of this regulation, a student is defined as any person regularly enrolled in an educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function.
3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school owned, controlled, attended, or supervised premises.
4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.
5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.
6. Conduct or speech that violates commonly accepted standards of society within the community.
7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Any student knowingly violating any of these policies and regulations will be subject to warning, reprimand, probation, suspension, or expulsion in addition to any civil or criminal proceedings or prosecution.

Boys and girls will naturally form friendships in school, but bear in mind that there is a time and place for everything. Displays of affection are not acceptable behavior while at school or on school sponsored activities.

Public displays of affection on school grounds involving personal contact such as kissing, holding hands, embracing, etc., among students will not be permitted. Action will be taken against offenders which may include warnings, in-school suspension, detention or out-of-school suspension.

STUDENT CONDUCT, REGULATION (Cont.)

All students enrolled at Cordell Public Schools are prohibited from gambling during school-sponsored activities, this includes, but not limited to, lottery tickets, slot machines, etc.

1st offense and subsequent offenses: in-house detention or out-of-school suspension.

SEARCH OF STUDENTS

The Cordell Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

REFERENCE: 70 O.S. §24-102

RESPONSIBILITY FOR SCHOOL PROPERTY: LOCKERS

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter.

They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Locker mates are not changed without the principal's permission.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

Students have no expectation of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

The superintendent will develop, or cause to be developed, rules and regulations for the issuance, use, and maintenance of the lockers.

Students have the option to place a lock on their individual lockers. However, a duplicate key or combination to the lock with the locker number must be given to the Principal's office.

REFERENCE: 70 O.S. §24-102

SEARCH OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. A student search may consist of the removal of shoes and socks as well as turning pockets inside out.

SEARCH OF STUDENTS, REGULATION (Cont.)

9. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

REFERENCE: 70 O.S. §24-102
70 O.S. §24-101.3

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Cordell Board of Education that a student may possess a wireless telecommunications device while on school premises, or upon showing medical necessity or in other appropriate circumstances. The use of such devices without consent is prohibited.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. In no case will a device be allowed which has the capability to take "photographs" of any kind.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

REFERENCE: 70 O.S. §24-101.1, et seq.
70 O.S. §24-102

THIS POLICY REQUIRED BY LAW.

DISTRACTING DEVICES

Students in the Cordell Public Schools are not permitted to have tape players, radios, Walkmans, laser pointer pens, televisions, or any other device that is deemed to be disruptive to the educational process on the school grounds, in the buildings, or on the school buses at any time. Tape players required for classroom purposes by the teacher and found to contain music tapes will be considered prohibited under this policy.

No skateboard, skateshoes, or skates of any kind will be allowed on school grounds. These items are dangerous. This is a safety concern.

Laser Pens

Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pens while on district property, while attending a district-sponsored activity on or off district property or while traveling to or from any school event is prohibited.

Staff wishing to use laser pens for instructional purposes shall do so only with prior administrative approval.

Policy Violations

Any student who violates this policy shall be subject to disciplinary action, including the confiscation of the device. Confiscated devices will be taken to the building principal's office. The device shall not be returned to the student and may be returned to the student's parents after a conference among the student, the student's parents, and a school administrator.

STUDENT CODE OF ETHICS

We hope that this Code of Ethics will serve as a daily reminder to each student of his/her responsibility to himself, school, and teachers. No society can operate successfully unless each individual assumes his/her full responsibility; no society can operate smoothly in confusion and without the cooperation of its citizens. It is our hope that the following resolutions will be accepted and adopted by every student who is interested in upholding the reputation of Cordell School.

In order to uphold the reputation of my school and to make it the best of its kind, I pledge myself:

1. To show at all times respect for authority and my fellow students.
2. To conduct myself in the halls, classrooms, cafeteria, and auditorium in such a way that I, as well as my teachers, visitors and administrators, can be proud of my self-restraint and good manners.
3. To help my school achieve a good attendance record by being regular and punctual in attendance every day.
4. To help my teachers help me by showing an interest in learning and by being well prepared for work at all times.
5. To show respect for the scholastic achievements of others while striving to improve my own study habits and grades.
6. To demonstrate good sportsmanship whether my team is a winner or a loser.
7. To show a good school spirit by supporting the activities of the approved school organizations.
8. To demonstrate pride in my school by doing my part to keep it clean and free of debris.
9. To show civic pride by doing all I can to help those less fortunate than I.
10. To prove that the word "teenager" is not synonymous with loud talking, vulgar expressions, slovenly appearance, and a poor attitude toward life.

STUDENT DISCIPLINE

The Cordell Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

STUDENT DISCIPLINE (Cont.)

16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

STUDENT DISCIPLINE (Cont.)

REFERENCE: 10 O.S. §7115
70 O.S. §6-114
70 O.S. §24-101.3

THIS POLICY REQUIRED BY LAW.

CONTROL AND DISCIPLINE POLICY

Depending on the seriousness of the wrongdoing committed by the student, discipline may consist of a verbal warning, after-hours supervised time, corporal punishment, in-school suspension or suspension if in compliance with state law, removal of privileges, parent contact, apologies or personal restitution for items or equipment stolen or destroyed. Disciplinary action will be determined by the teacher or the administrator in charge, in compliance with board policy.

Major offenses are items that severe disciplinary action, including but not limited to smoking, chewing or dipping tobacco, drinking alcoholic beverages, fighting, disrespect and classroom conduct that warrants removal from class. A disciplinary record shall be completed for each offense. This record shall state the facts of the situation, the person or persons involved and the disciplinary action taken. The parent or guardian shall be notified. It shall be understood that, if further major offenses occur, definite action to suspend the student may occur if in compliance with state law. In very serious cases including fighting (resulting in injury), drugs, theft, abuse of an employee or other serious offenses, a first-time incident may result in expulsion.

Each minor offense shall be recorded on the student's disciplinary record. An accumulation of minor offenses shall be treated as a major offense.

In response to the legislative call for each district to have its own discipline policy, the Cordell School District will have the following list of disciplinary options. These options shall be applied and interpreted by the building principals and their designees in a manner, which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not previously covered.

Infractions

Level 1

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Bus/Playground misconduct
5. Negligence in completing class work
6. Horseplay in building and/or school grounds

Level 2

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Use of tobacco on school grounds

Level 3

1. Theft
2. Assault-physical or verbal/bullying/harassment
3. Fighting/bullying
4. Destruction of property
5. Other offenses-possession of deadly weapons, use of drugs or alcohol
6. Distribution of obscene material, profanity, or use of inappropriate slang, obscene language, action, etc.

CONTROL AND DISCIPLINE POLICY (Cont.)

7. Refusal to obey school officials, and/or providing false or misleading information, lying, etc.
8. Inappropriate behavior on school grounds—during school day and at after school functions, including out-of-town functions.

Disciplinary Actions

1. Warn students
2. Remove from class or group (temporary or permanent)
3. Parental conference (phone or personal)
4. In school detention teacher supervised or In House detention supervised by office or non-class time detention during school hours.
5. After school detention (teacher supervised-after school hours- to last no longer than 50 minutes). Parent notification is required.
6. Parent supervised detention
7. Financial restitution
8. Involve law enforcement
9. Refer to other social agencies
10. Suspension (1-10 days)
11. Suspension of more than 10 days.
12. Reasonable, responsible and prudent disciplinary action deemed appropriate under the circumstances by professional staff.
13. Corporal Punishment

Teachers have the right, when necessary, to discipline children. Oklahoma State Law protects this right. It is expected that all teachers in the school district will assume the responsibility that teaching discipline and control is part of the classroom responsibility. It is expected that students will know and expect to behave properly in the classroom and during other school activities. Special effort must be exerted by the principal and the classroom teacher to see that student behavior in the classroom and at other school functions is acceptable. This is only part of the total learning process.

REPORTS: A discipline report is filled out and kept on file in the Principal's office.

CLASSROOM: Teachers may use various methods to control the activities in their classrooms in order to provide the best possible learning atmosphere for their students. Each individual teacher should discuss classroom rules. Undesirable behavior of a serious nature or continuation of undesirable behavior will be referred to the principal's office.

DETENTION: Detention may be assigned by principals in order to correct undesirable behavioral patterns or when a student fails to complete assigned work. Detention will consist of time spent in the Detention Room or with the teacher before, during, and/or after regular school hours.

CONTROL AND DISCIPLINE POLICY (CONT.)**Failure Or Refusal To Serve Assigned Discipline**

If the student fails to serve the discipline due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student forgets to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline, the student will receive out of school suspension. Upon returning from suspension, the student must serve the originally assigned discipline.

**STUDENT DISCIPLINE
THREATENING BEHAVIOR
(REGULATION)**

Threatening behavior is defined as an activity that portrays that another person, persons, or property may or will be harmed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or a written, verbal, or physical act. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:
 - A. The student will be subject to an immediate suspension from school for a minimum of three days.
 - B. The student's parent(s)/guardian will be notified.
 - C. The Canute Police Department and Washita County Sheriff's office shall be notified.
 - D. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
 - E. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's re-entry to school.
 - F. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

The above shall not apply for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

STUDENT DISCIPLINE, THREATENING BEHAVIOR, REGULATION (Cont.)

A site administrator shall file a report on any student disciplined under this policy and send the report to the superintendent.

REFERENCE: 70 O.S. §24-100.2

CORPORAL PUNISHMENT

It is the policy of the Cordell Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. At the beginning of the school year, parents and legal guardians will be provided the opportunity to request the nonadministration of corporal punishment to their children. (See also Form FOB-E1.) If a request for the nonadministration of corporal punishment has not been signed, the administration shall notify a parent or legal guardian that corporal punishment is being planned. At that time, the parent or legal guardian may request that corporal punishment not be administered.

Corporal punishment must be administered only in the presence of another professional, certificated staff member, preferably an administrator. Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of witnesses.

Under no circumstances shall other students or non-certificated personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered.

If a parent or legal guardian has requested that corporal punishment not be administered to the student, alternative discipline will be considered and may include suspension from school.

REFERENCE: 10 O.S. §7115
70 O.S. §6-113.1
70 O.S. §6-114

SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

REFERENCE: 10 O.S. §7005-1.2
10 O.S. §7303-5.3
10 O.S. §7307-1.2
37 O.S. §163.2
70 O.S. §24-101.3, §24-102, §24-103, et seq.

THIS POLICY REQUIRED BY LAW.

SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals and or assistant principal.

1. Any student may be suspended for:
 - Acts of immorality
 - Violations of policy or regulations
 - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
 - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
 - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
 - Adjudication as a delinquent
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

SUSPENSION OF STUDENTS, REGULATION (Cont.)Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.
 - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
 - B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate ProceduresSuspension Appeals Committee

A suspension appeals committee is hereby established which will consist of ____ administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

SUSPENSION OF STUDENTS, REGULATION (Cont.)Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

- C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.
- B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

THIS POLICY REQUIRED BY LAW.

STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

The Cordell Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school or school activities for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school, even if such misconduct occurs off school property and during non-school time. Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity that directly impedes discipline at school or the general welfare of school activities.
4. Pending felony charges while waiting for court dates.

REFERENCE: 70 O.S. §6-114

IN-HOUSE DETENTION

The purpose of in-house detention is to provide students with an alternative to short term out-of-school suspension. In-house detention (IHD) shall be imposed by the principal. Both the student and the parents shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the superintendent. (See FOD-R for appeal procedures.)

The classroom teacher shall prepare written lesson assignments for each student assigned to in-house detention and shall furnish any necessary special materials. The lesson assignments shall be such that will require written responses and will be graded upon the student's return to class. The student shall receive full credit for work completed and shall not be recorded absent.

The following rules shall apply to in-house suspension:

1. The length of suspension shall be a minimum period determined by the principal. The period of suspension may be extended at the discretion of the IHD instructor with the concurrence of the principal. Such extension shall be made only after careful evaluation of the student's behavior.
2. Students who are assigned to IHD shall bring necessary books and materials to each IHD class.
3. There shall be no excused tardies. Tardies will result in the following additional disciplinary action:
 - 1st tardy - one additional day of IHD
 - 2nd tardy - two additional days of IHD
 - 3rd tardy - three-day suspension from school
4. Any absences from IHD must be explained by telephone or in person by the parents to the IHD instructor or to the principal. Notes will not be accepted. Unexcused absences - as determined by the principal - will result in the following additional disciplinary action:
 - 1st unexcused absence - two additional days of IHD;
 - 2nd unexcused absence – three additional days of IHD;
 - 3rd unexcused absence - suspension from school (number of days to be determined by the principal).(See FOD-R for education plans and credit for work completed.)
5. Students who are assigned IHD may be assigned an optional assignment by the principal; this will be the two-page essay over the reason the student is in IHD.

In-House Detention (IHD) provides an opportunity for students to continue classroom assignments rather than being suspended from school for various school policy violations and hopefully will encourage students to become more aware of the need to follow school policies and classroom rules while at school and school events.

NOTE—Students are being video taped for the entire time of assigned detention.

Students may be assigned to IHD for no less than ½ day, 1 day, or up to several consecutive days at one time. Students will not be referred to IHD for just one hour a day. If the student has done something serious enough to be put in IHD, then they have done something serious enough to be suspended from school. Remember that IHD is an alternative to suspension. Students violating IHD rules, and/or creating problems in IHD may be suspended.

IN-HOUSE DETENTION (Cont.)

Students assigned to IHD will not be allowed to participate in or attend school events during the time they are in detention.

Any student who is in detention for any part of a school day shall be ineligible to attend or participate in any after school functions or activities held on that day or evening.

In addition to an unexcused absence, students may be assigned to IHD for disciplinary or educational reasons as determined by the school administration. Classroom teachers and/or counselors may make referrals.

Examples of offenses that might result in In-House Detention

1. Creating a disturbance in a class or hallway.
2. Disobeying a teacher or administrator willfully and openly.
3. Use of profanity or vulgar expressions.
4. Fighting.
5. Truancy or excessive tardiness.
6. Unacceptable behavior, which interferes with the normal educational process.
7. Disrespect for school property or damage to school property.
8. Repeated violations of school policies or procedures.
9. Inappropriate conduct and/or dress at school sponsored activities.
10. Failure to complete or do classroom assignments or activities.

Regulations for In-House Detention

1. IHD students will bring all textbooks and supplies necessary for the time assigned. Come prepared to work.
2. Students will work for the entire length of stay in IHD. Absolutely no talking or sleeping.
3. The principal's office must be contacted in the case that it is necessary for a student to be absent from IHD.
4. No food, drinks, or gum in IHD.
5. IHD begins promptly at 8:15 a.m. and dismisses at 3:20 p.m.
6. Students are responsible for keeping assigned area neat and clean.

IN-HOUSE DETENTION (Cont.)

7. Routine must be followed specifically unless special permission is granted to do otherwise.
8. Additional time will be assigned for violation of the IHD policy or the student may be suspended from school.
9. Lunch will be at a different time than the regular lunch break and will be brought to the student in the IHD classroom. There will be only two bathroom breaks throughout the day and they will occur at different times than normal class breaks.
10. Students must do exactly what the principal tells them to do.
11. All watches will be checked in at the door by the principal. Students will have no concept of time in IHD.
12. Students must complete at least 75% of the work that has been assigned to them for that particular day.

In-House Detention Classroom Rules

1. Absolutely no talking or sleeping in class.
2. No food, drinks or gum.
3. Watches will be checked in at the door by the principal.
4. Students cannot ask what time it is.
5. Students cannot rest head in hands.
6. Students will keep both feet flat on the floor and assume an upright position while sitting in seat.
7. Students cannot ask to go to the bathroom.
8. Students cannot lean back chair while sitting in it.
9. Student must bring proper materials and every textbook from locker. Come prepared to work.
10. Students will not be late to IHD. There is no excused tardies! 1st tardy- one additional day of IHD; 2nd tardy- two additional days of IHD; 3rd tardy- three-day suspension from school.
11. Students will not be absent from IHD. Parents have to call or come to the school in order for the absence to be excused. Notes will not be accepted. 1st unexcused absence- two additional days of IHD; 2nd unexcused absence- three days of IHD; 3rd unexcused absence- suspension from school.
12. Students are responsible for keeping assigned area neat and clean.
13. Students will speak only speak when spoken to by principal.

IN-HOUSE DETENTION (Cont.)

14. Students must respect principal and do what is asked of them. There will be no warnings issued.
15. Students must complete 75% of work that is assigned to them for that particular day.

NOTE—Students are being video taped for the entire time of assigned detention.

TRUANCY AND ATTENDANCE

The Cordell Board of Education recognizes that regular school attendance of a child of school age is required by Oklahoma law and that the school is required to record all student absences and the reasons for them and to report excessive absences to proper authorities. While the board considers regular school attendance essential for success in school, the board also recognizes that an occasional absence by students may be unavoidable. The board believes that proper communication between schools, parents, and legal authorities in school attendance matters assists students to attend school on a regular basis and attains the maximum benefit from classroom education.

The superintendent is directed to establish regulations that implement and support this policy.

REFERENCE: 10 O.S. §7003-5.5
70 O.S. §10-105, §106, §107
70 O.S. §24-120

**TRUANCY AND ATTENDANCE
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern truancy and attendance in the Cordell School District.

1. Each attendance officer shall develop procedures to notify a student's parents, guardian, or other responsible person of a student's absence. The parent, guardian, or other responsible person should be made aware of Oklahoma Statutes, Title 70, Section 10-105, which requires compulsory school attendance of school-age children, and which provides criminal penalties for failure to comply.
2. Each attendance officer shall take necessary steps to insure that a child determined to be truant is properly reviewed for special education needs.
3. If a student is absent from school four or more days or parts of days within a four-week period without a valid excuse or is absent without valid excuse for ten (10) or more days during a semester, the attendance officer will inform the parents that they are not in compliance with Oklahoma Statutes, Title 70, Section 10-101, et seq., and will notify the district attorney in the county in which the school is located.

**STUDENTS:
FEES, FINES, AND CHARGES**

It is the goal of the Cordell Board of Education to provide a free, appropriate, public education to all the children of this district. However, there are certain areas in which the payment of fees, fines, or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

**STUDENTS:
FEES, FINES, AND CHARGES
(REGULATION)**

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Computer use fees for use of laptop computers on a 24/7 basis.
3. Security deposits for the return of material, supplies, or equipment.
4. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
5. Any authorized student health or accident benefit plan.
6. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
7. Items of personal apparel that become the property of the student and which are used in extracurricular activities.
8. Parking fees and fees for identification cards if applicable.
9. Fines assessed for lost, damaged, or overdue library books.
10. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students in the 12th grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

VOTER REGISTRATION FOR STUDENTS

The Cordell Board of Education encourages the secretary of the county election board to appoint a staff member or teacher of the local high school to act as a voter registrar. In the alternative, the board of education requests the secretary of the county election board or another designated voter registrar to visit the local high school at the principal's request for the purpose of registering all eligible students and staff who wish to register.