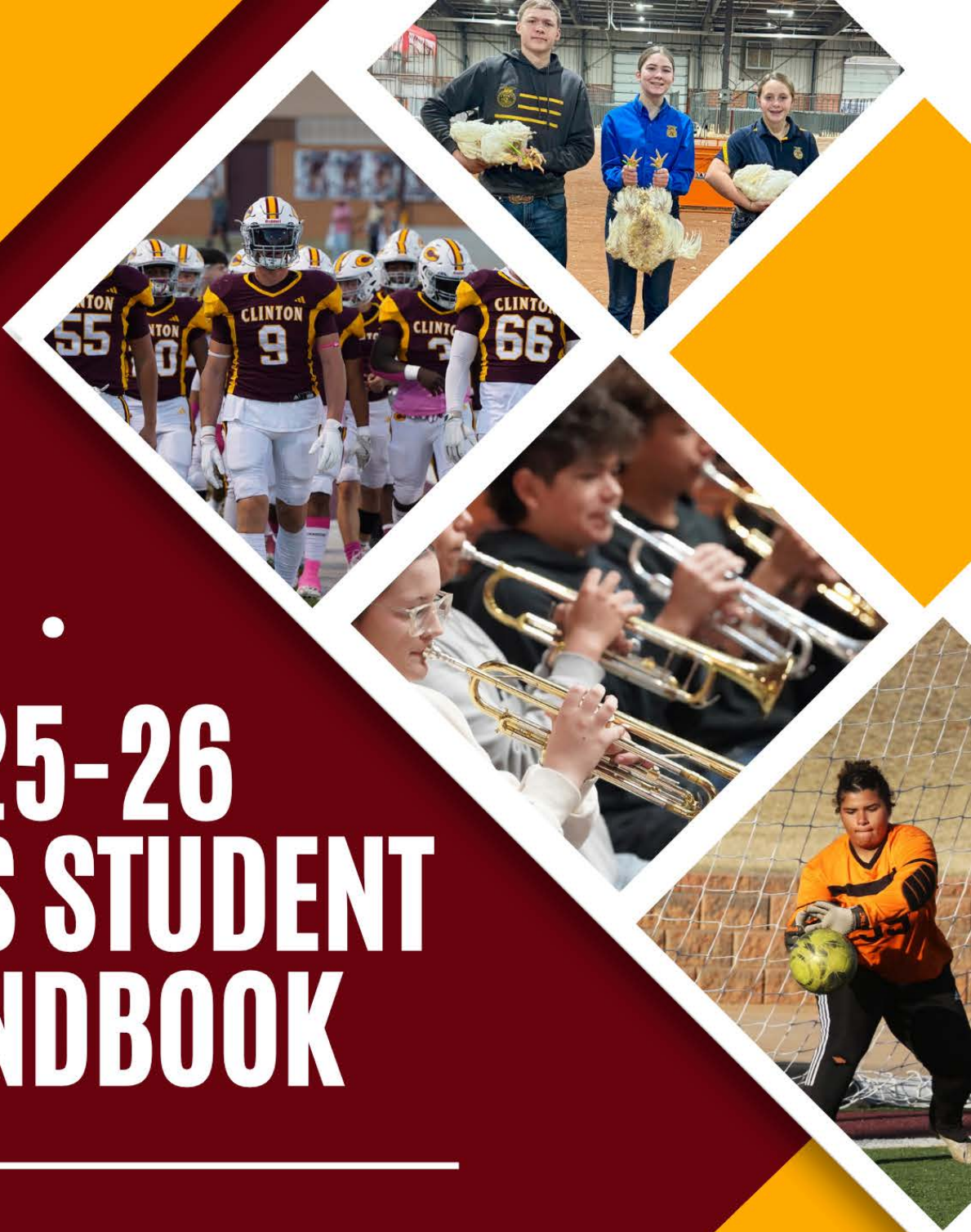




Clinton Public Schools



2025-26  
CHS STUDENT  
HANDBOOK

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# **Clinton High School**

## **Student Handbook**

### **2025-2026**

Superintendent-Nathan Meget

Assistant Superintendent-Melissa Knabe

Principal-Michelle Sorter

Assistant Principals-Brent Caldwell & Rachel Ray

Curriculum Director-Nancy Murray

Athletic Director-Eugene Jefferson

1930 Jaycee Lane  
Clinton, OK 73601  
580-323-1230  
[www.clintonokschools.org](http://www.clintonokschools.org)



## WELCOME

Dear Students:

Welcome to Clinton High School, where we strive to foster a culture of excellence & school pride. As you begin your academic journey, it is essential to recognize the vital role that both the administration, faculty, & staff, as well as your parents/guardians, play in your success. I encourage you to involve them in all aspects of your school life, as their support can be invaluable.

We are here to give all students a safe, positive learning environment founded on discipline & determination that will prepare students to be productive adults who make meaningful contributions to their communities. We endeavor to provide a comprehensive & inclusive educational experience that challenges your interests, abilities, & talents. We aspire to strike a balance between structure & autonomy, empowering you to take ownership of your education & develop essential life skills. By working together, I am confident that we can make this a worthwhile & fulfilling year for all students.

Sincerely,



*Michelle Sorter*  
Michelle Sorter  
High School Principal



2025-2026

# Clinton Public Schools



## Academic Calendar

	Inservice / No School
	No School
	Start/End 9 Weeks
	New Teacher Inservice

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 16-17	CPS Enrollment
July 28-30	New Teacher Inservice
July 30-Aug. 4	Teacher Inservice
Aug. 5	Classes Start
Sept. 1	Labor Day - No School
Sept. 22	Teacher Inservice - No School
Oct. 3	End of 1st 9 weeks
Oct. 13	No School in Lieu of PTC Day
Oct. 14-17	Fall Break
Nov. 24-28	Thanksgiving Break
Dec. 18	End of 1st Semester
Dec. 19	Teacher Inservice - No School
Dec. 22 - Jan 2	Winter Break
Jan. 5	Teacher Inservice - No School
Jan. 6	Classes Start
Jan. 19	Martin Luther King Day-No School
Feb. 2	Teacher Inservice-No School
Feb. 16	No School in Lieu of PTC Day
March 6	End of 3rd 9 weeks
March 16-20	Spring Break
April 3	Good Friday - No School
May 14	Last Day of Classes
May 15	Teacher Inservice/Graduation

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
19	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



\*The Clinton BOE has adopted a school year based on hours of instruction\*

Clinton Public Schools  
580-323-1800

Clinton High School  
580-323-1230

Clinton Middle School  
580-323-4228

Washington Elementary  
580-323-0311

Southwest Elementary  
580-323-1290

Nance Elementary  
580-323-0260

*It's a great day to be a Red Tornado!*

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## CLINTON HIGH SCHOOL— BUILDING CHAMPIONS

### Mission Statement

We are here to give all students a safe, positive learning environment founded on self-discipline & determination that will prepare students to be productive adults who make meaningful contributions to their communities.

### Philosophy & Vision

Clinton Schools exist to guide lifelong learners in acquiring the skills they need to locate, access, & evaluate information, to contribute positively to a changing world, to maintain a healthy lifestyle, & respond productively to the challenges & opportunities of a global society. We believe that all faculty, staff, and students can learn at high levels, and that learning is our fundamental purpose. We focus on learning. We work collaboratively. We learn through our results.

### CHS Teacher Collective Commitments

- We will prioritize school safety for all students and staff.
- We will create an educational environment where students want to be by understanding that each student comes from life experiences that are different from their peers.
- We will celebrate diversity and cultural differences that make our school and students unique.
- We will do what is best for our students by fostering relationships with students, giving grace when needed and encouraging student and parent involvement in the educational process.
- We will have high expectations for students and staff, focusing on learning the established academic standards in our guaranteed and viable curriculum.
- We will have clear, consistent, and fair behavioral standards for all staff and students and hold each other accountable to meet those expectations by communicating and collaborating with colleagues, students, parents, and administrators to achieve results.
- We will support high academic achievement, emotional wellbeing, and provide resources students need.
- We will create patterns and routines that set students up for success with great leadership and follow through.
- We will hire and support excellent staff with a high work ethic and support them in fostering student success.

### Clinton High School Goals

Graduate 100% of students. Develop well informed, responsible, & engaged citizens.

### School Fight Song

Red Tornadoes, Red Tornadoes, Fight on for your fame  
Pass the ball around the field, boys, Touchdown sures this game, rah, rah, rah!  
Red Tornadoes, Red Tornadoes, Fight on for your fame  
Fight fellows, fight, fight, fight, To win this game

### School Colors & School Emblem

Maroon & Gold, Red Tornado

### CHS BELL SCHEDULE 2025-2026

Breakfast/Teacher Office Hours 8:05-8:35

1st Period 8:40-9:32

2nd Period 9:37-10:29

3rd Period 10:33-11:25

4th Period 11:25-12:47

1st-lunch 11:25-11:55 followed by class 11:55-12:47

2nd-class 11:29-12:21 followed by lunch 12:21-12:51

5th Period 12:51-1:43

6th Period 1:47-2:39

7th Period 2:43-3:35

## **Attendance Policy**

Regular & punctual attendance is a must for student success. In cases of excessive absences, the school will pursue the legal obligation of the guardian to compel the student to attend school as required by State Statute 10-105. - Neglect or Refusal to Compel a Child to Attend School. A copy of this statute is available in the principal's office. The school will notify the parent/guardian through mail, phone call or personal contact if their child is absent excessively. If a student obtains four unexcused absences in a four week period or ten days in a semester, they may be referred to truancy court. Clinton Board of Education policy & procedures states that any student must be in attendance a minimum or 90% of each semester to receive credit for any course in which the student was enrolled. Students may make up missed time through attendance at Saturday School. Exceptions to this requirement will be considered by the board on an individual, case by case basis. All athletic facilities are off limits during class time and meal times unless specifically assigned for Weightlifting or Physical Education classes. Students must attend all classes on the day of a game or event unless otherwise approved by the coach/sponsor through the principal to be eligible to participate in said event. Coaches and sponsors must check students out through the office by providing a list in writing at least 24 hours prior to checkout time.

Students who skip class will be assigned 3 days of in-school detention on the first occurrence. Subsequent violations will result in extended ISD time or, in extreme situations, suspension. Skipping may also result in a truancy referral.

## **Excused/Unexcused Absences**

Absences which are unavoidable such as documented illness, death in the family, or situations when prior arrangements have been made with the principal will be coded as excused or medical. When a student is absent from school for ANY reason the parent/guardian must notify the school. After the parent notifies the school, the school administrator will determine if the absence is excused or unexcused. If a student goes to a doctor during school hours certification must be brought to the office within three school days. Parents/guardians may request that their doctor email a medical certification to their child's school. All other absences are unexcused and will be considered truancy.

## **Saturday School**

Attending four hours of Saturday School earns eight class periods of recovered time. Because this does not gain the same benefit as instruction, students are limited to attending Saturday School once per nine weeks. Saturday School will not be considered in attendance for finals exemptions.

## **Tardies**

Students will be considered tardy if they are not inside the classroom when the class is scheduled to begin. Being more than 15 minutes tardy will constitute an unexcused absence in that class. Excessive tardiness will result in penalties similar to those for truancy. A student's third tardy in one class will result in a parent contact & lunch detention. Subsequent tardies will result in additional disciplinary action.

## **Activity Absences**

Those absences when the student misses class/school due to other authorized school sponsored activities: When at all possible, the student should ask the teacher for the assignment before leaving on the activity. Students will be allowed one day per day missed for completion of assignments. Any exceptions must be approved by the teacher. The student must also qualify for the outside activity in accordance with the Oklahoma Secondary School Activities Association's rules & regulations regarding eligibility. Students are limited to ten school activity absences per class period for the school year. Students may be granted an additional five activity absences upon request, should they meet criteria set forth in Board Policy FMA-R3. Any absences beyond the approved limit will be coded as unexcused.

## **Finals Exemptions**

Students with exemplary attendance for a semester are eligible for finals exemptions. Exemptions will be granted on a class by class basis. Absences for school sponsored activities will not be counted against exemptions; however all other absences, suspensions, & ISD will count against test exemptions. Students must be enrolled at Clinton High School for the entire semester in order to be exempted from finals. Students are exempt if they have a grade of C with no absences, a grade of B with one or no absences, or a grade of A & up to 2 absences.

## **Procedures for Absences & Making Up Work**

Any student who is absent is responsible for contacting his/her teachers to work out a plan to complete missed assignments. If a student is absent for two or more days, parents may contact the office to request the student's homework assignments. Time given for missed work should correspond to the time of absence (i.e. if the student is absent 2 days, then the student has 2 days to turn in the work missed). Missed assignments must be completed &

turned in or a zero may be assigned.

### **Illness at School**

Students needing special care at school due to a medical condition, illness or disease should give that information to the school nurse.

### **Grading System**

Grades are becoming more important every day, not only for the students who plan to attend college, but also for those who plan to enter a vocation immediately after graduation from high school. Student's work done in class or assigned as homework will be evaluated by the instructor. The grading scale for all classes is as follows:

A=100-90	Advanced	D=69-60	Basic Knowledge
B=89-80	Highly Proficient	F=Below 60	Below Basic Knowledge
C=79-70	Proficient		

Grades will be calculated as follows: 35% Daily work, 65% Tests/Projects. Finals will count as 10% of the overall grade for non-exempt students.

### **Late work**

Late work will be awarded 75% credit for up to 5 days late and 50% credit up to 10 days late. Work turned in more than 10 days late will not receive credit. When a classroom test is missed due to absence, students will have 3 days to schedule and make up the test. Teachers have 5 days to grade submitted assignments and up to 2 weeks to grade projects/essays. Students are encouraged to use teacher office hours to get any needed assistance on missed assignments.

### **Office Hours**

All teachers will have office hours from 8:05 to 8:35 am three days per week for students to attend to make up missed work and receive extra help or tutoring.

### **Progress Reports/Report Cards**

Student progress reports will be distributed during Parent/Teacher conferences each semester. Students will receive their grade in each subject. Only semester final letter grades are placed on a student's transcript.

### **Proficiency-Based Promotion**

Upon request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in a certain course by taking a written test. The proficiency tests are based on the Oklahoma Academic Standards. For grades 9-12 there is a separate test for each subject area. A student must score at least 90% in order to be considered for advancement to the next level. If earned, the student will gain the credit, however, the credit will not factor into the student's GPA. The opportunity to take the tests will be offered three times each year, at the beginning, midpoint, & end of the school year. Students are required to apply for proficiency based promotion & register with their principal to take the test at least one week prior to the dates announced for the tests. For more information about the procedure, please contact the principal.

### **Online Coursework**

In the case it is necessary for a student to take a course by arrangement or through an online platform, the final exam must be completed in person with a proctor to earn credit for the course. Arrangements may be made with the student's counselor for this purpose.

### **Alternative Education**

If through the course of the traditional educational setting, a student is not progressing or earning credit, the student and parent may choose to apply for the Gold Academy Alternative Education program. This program exists to aid students at risk of not graduating who may need a different environment to be successful.

### **Schedule Changes**

Once school begins, class schedule changes will be limited to requests made within the first five days of the semester, must be requested through **email** to the student's counselor ([9th Jana.Higbee@cpsreds.org](mailto:9th_Jana.Higbee@cpsreds.org), [10th/11th Stephanie.Bridgeman@cpsreds.org](mailto:10th/11th_Stephanie.Bridgeman@cpsreds.org), [12th Casey.Perez@cpsreds.org](mailto:12th_Casey.Perez@cpsreds.org)), & must meet one or more of the following criteria:

1. Course is needed for graduation requirements.
2. Student is adding/dropping an extracurricular course.

3. Student has been accepted into a program (Ex. career tech or marketing).
4. Student wants a more challenging class (Ex. an honors class in the same subject, etc.)
5. Student does not meet the course prerequisites & is academically misplaced.
6. Administrative decision

### **Graduation Requirements**

The following requirements are necessary for graduation from Clinton High School:

#### **College Preparatory/Work Ready Curriculum 2026/2027/2028/2029**

4 units English	6 units Electives
3 units Math	CPR/AED instruction
3 units Laboratory Science	Personal Financial Literacy Passport
3 units History	FAFSA
1 additional core or Career Tech Education, Concurrent, AP	Complete ACT with Writing
2 units World/Non-English Language OR Computer Technology	History and Science CCRAs
1 unit Fine Art	Citizenship/Naturalization Test
	20 Hours Volunteer Service in 12th grade
	Senior Capstone

Every student shall demonstrate mastery of the state academic content standards in the above subject areas in order to graduate from a public high school with a standard diploma. Students will take a state assessment consisting of the ACT with writing & a Science & a History assessment and a U.S. Naturalization Exam. Students must also complete a personal financial literacy requirement, CPR, & FAFSA. 70 O.S. / 11-103.6 Diplomas will not be granted until graduation requirements are fully met. Students must earn two of the last three credits at Clinton High School.

#### **Core Curriculum 2026/2027/2028/2029**

4 units English	Personal Financial Literacy Passport
3 units Math	FAFSA
3 units Laboratory Science	Complete ACT with Writing
3 units History	History and Science CCRAs
1 units Computer Technology	Citizenship/Naturalization Test
1 units Fine Art or World Language	20 Hours Volunteer Service in 12th grade
8 units Electives	Senior Capstone
CPR/AED instruction	

Every student shall demonstrate mastery of the state academic content standards in the above subject areas in order to graduate from a public high school with a standard diploma. Students will take a state assessment consisting of the ACT with writing & a Science & a History assessment and a U.S. Naturalization Exam. Students must also complete a personal financial literacy requirement, CPR, & FAFSA. 70 O.S. / 11-103.6 Diplomas will not be granted until graduation requirements are fully met. Students must earn two of the last three credits at Clinton High School.

#### **Individual Career Academic Plan (ICAP)**

Each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. 70 O.S. § 2320.508-4 The ICAP Career Assessment, Career Goal, & Coursework must be updated annually. Students are also required to participate in Service Learning and/or Work-Based Learning Activities at least once in grades 9-12.

#### **Concurrent Classes**

Clinton High School Juniors & Seniors will have the opportunity to take concurrent classes to earn college credit while attending high school. Students must coordinate concurrent enrollment with the high school counselors. The school will offer classes through Redlands Community College & Southwestern Oklahoma State University. The courses at Redlands will be done via internet on the high school campus. Students attending SWOSU will have the option of provided bus transportation. Representatives of both institutions will be on campus to help students with the admission & enrollment procedure. Students who enroll in 1 concurrent class will schedule six classes on our campus, & if enrolled in 2 classes will take four courses at the high school. Students need to understand the importance of communicating with their college instructors about any dates they may miss class for high school activities in which they are involved. Students who drop a class during the semester will be re-enrolled in a high school class to complete their schedule for the semester. It is recommended that parents obtain student's username & password for either online or SWOSU classes in order to check on student progress. The universities will send final grades to CHS but will only communicate

with the student about any issues. \*If a student repeats a course, the grade will be averaged with all other courses to include the previous grade in the repeated course.

### **Cooperative Work Study**

The goal of the Cooperative Work Study program is to prepare students for the future by offering them time during the school day to incorporate work experiences through internships & employment. Students will develop ready-to-work attitudes/interview skills, gain knowledge of workplace safety & rights as workers, learn business operations, receive information about how to read an earnings statement & know what payroll deductions to expect, investigate career decision-making, & develop time management. The development of "non-cognitive" skills (soft skills) plays an important part in college & career success. Non-cognitive factors featured in the Cooperative Work Study program include motivation, time management, perseverance, & self-regulation.

Purpose:

- Help students develop skills, habits, & attitudes conducive to job success & personal growth.
- Assist students in career exploration & forging rewarding relationships with employers.
- Develop a positive work ethic & acquire or refine work-related skills & job performance in actual work settings.

Students enrolled in Cooperative Work Study will take one of two paths:

- 1) Students will be enrolled in Career Pathways Internship Program
  - These students will use the Canvas Course for Career Pathways for grades
  - Internships will be paid & unpaid
  - All internships will occur during school hours
- 2) Students will hold a part-time or full-time job.
  - These students will submit a current pay stub to Canvas every two weeks for grades
  - Employment will be the responsibility of the student
  - Employment does not have to be during school hours

### **Student Classification**

**Freshman:** Any student, regardless of cohort year, who has not yet earned six (6) credit units

**Sophomore:** Any student, regardless of cohort year, who has earned six (6) credit units, but not yet eleven (11) credits

**Junior:** Any student, regardless of cohort year, who has earned eleven (11) credit units, but not yet sixteen (16) credits

**Senior:** To be classified as a senior, a student must have earned sixteen (16) credit units

### **Grade Point Average (GPA), Class Ranking, Honors, Concurrent, Advanced Placement**

A student's GPA is figured on a 4.0 scale. Universities & colleges recognize a student's GPA based only on this scale. Class ranking will be figured on consecutive semesters of work beginning with the first semester of grade 9 & ending with the first semester of grade 12. Class Rank is based on the cumulative Grade Point Average with additional bonus points for honors level courses and above. Courses designated as honors and AP will earn 0.03 bonus per semester. Students will earn an additional 0.02 bonus per semester for each AP test passed with a 3 or above. Concurrent courses in core subject areas (Math, Science, Language Arts, Social Studies including Sociology, Psychology, & Economics) will earn 0.1 bonus per credit. Concurrent elective courses will earn 0.06 bonus per credit. Bonus points will be added until a maximum GPA of 5.0 is reached. \*Any student who takes an Honors or A.P. class by arrangement (enrolled in two courses for the same period) will not receive the additional point value.

The student with the highest class ranking will be valedictorian. In case of a tie, there will be multiple valedictorians. The student with the second highest class ranking will be salutatorian. In case of a tie, there will be multiple salutatorians. In the occurrence of multiple valedictorians, no salutatorian speeches will be permitted at graduation. All student delivered speeches must be approved by the high school principal prior to the graduation ceremony. A student must be enrolled at Clinton High School for his/her entire last four (4) semesters of school, prior to graduation, in order to be considered for valedictorian or salutatorian honors. Students moving to CHS after 10th grade will be considered for top 10% honors, but not valedictorian or salutatorian. Such students will be ranked according to the same procedure as other CHS students. Any student found to have engaged in academic dishonesty in any high school level course will not be eligible for Valedictorian or Salutatorian, Top 10%, or Distinguished Graduate Honors. All students who complete class work at CHS with a Grade Point Average of 4.0 will be recognized at graduation as Distinguished Scholars.

### **National Honor Society:**

Membership in this chapter of the National Honor Society is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character. As such, incoming members must meet the following requirements: incoming sophomore, junior, or senior, and must have been enrolled for one semester at Clinton High School. He or she must maintain a 3.5 weighted GPA, have had no disciplinary referrals resulting in ISD or suspension, and will be selected by the Faculty Council. All candidates must meet the requirements for service,

leadership, and character as stated in the CHS NHS bylaws.

### **Oklahoma Academic Scholar**

Students who meet all the requirements listed below shall be recognized by Clinton Schools & the State Board of Education as an Oklahoma Academic Scholar.

1. A cumulation of the student GPA, averaging a minimum 3.75 on a 4.0 scale earned during grades 9, 10, 11, & the first semester of grade 12 or be ranked in the top 10% of their graduating class.
2. Complete (or will complete) graduation requirements for a standard diploma.
3. Score a 27 on the American College Test (ACT) Composite or Superscore, or 1,220 combined score on the Scholastic Aptitude Test (SAT) & have been taken on a National test date before the date of graduation.

### **Seal of Biliteracy**

Students who meet the requirements listed below for both English & another language shall be recognized by Clinton Public Schools & the State Board of Education with a Seal of Biliteracy in English & another language, which shall be noted on the student's transcript upon completion of the eligibility requirements & noted on the student's diploma upon graduation. The Seal of Biliteracy shall be available in two levels of distinction, Gold & Platinum, based on the following eligibility requirements:

- (1) Proficiency in English. The student must score at least the level indicated on one or more of the assessments below:
  - (A) ACT. A score on the English Language Arts section of at least 18 for Gold level recognition or at least 21 for Platinum level recognition.
  - (B) SAT. A score on the Evidence-Based Reading & Writing (formerly verbal) section of at least 570 for Gold level recognition or at least 650 for Platinum level recognition.
  - (C) PSAT
    - (i) 10th grade. For a PSAT taken when the student is in 10th grade, a score on the Evidence-Based Reading & Writing section of at least 470 for Gold level recognition or at least 600 for Platinum level recognition.
    - (ii) 11th grade. For a PSAT taken when the student is in 11th grade, a score on the Evidence-Based Reading & Writing section of at least 570 for Gold level recognition or at least 620 for Platinum level recognition.
  - (D) International Baccalaureate (IB). A score of at least a 3 for Gold level recognition or at least a 4 for Platinum level recognition on the International Baccalaureate Test of English.
  - (E) Advanced Placement (AP). A score of at least a 3 for Gold level recognition on the Advanced Placement Test of English Language or Advanced Placement Test of English Literature, or a score of at least a 4 for Platinum level recognition on the Advanced Placement Test of English Language or Advanced Placement Test of English Literature.
  - (F) WIDA ACCESS. A score of at least 4.5 through 5.7 on the WIDA ACCESS test for Gold level recognition, or a score of at least 5.8 on the WIDA ACCESS test for Platinum level Recognition.
- (2) Proficiency in a language other than English. In addition to achieving a qualifying score in English on one of the assessments listed above, the student must score at least the level indicated in a language other than English on one or more of the proficiency measures listed below:
  - (A) AAPPL or ALIRA. A score of at least Intermediate-Mid (I-4) on the Assessment of Performance of Progress toward Proficiency in Languages (AAPPL) or ACTFL Latin Interpretive Reading Assessment (ALIRA) for Gold level recognition, or a score of at least Advanced-Low (A-1) on the AAPPL or ALIRA for Platinum level recognition.
  - (B) STAMP. A score of at least 5 on the Standards Based Measurement of Proficiency (STAMP) for Gold level recognition, or a score of at least 7 on the STAMP for Platinum level recognition.
  - (C) OPI/OPIc & WPT. A score of at least Intermediate-Mid for Gold level recognition, or at least Advanced-Low for Platinum level recognition, on either the Oral Proficiency Interview (OPI) or the Oral Proficiency Interview – Computer (OPIc), & the Written Proficiency Test (WPT). (A qualifying score is required on either the OPI or OPIc, in addition to a qualifying score on the WPT.)
  - (D) Advanced Placement (AP). A score of at least a 3 for Gold level recognition, or at least a 4 for Platinum level recognition, on the Language & Culture Advanced Placement (AP) test for the target language.
  - (E) SLPI. A score of at least Intermediate for Gold level recognition, or at least Advanced for Platinum level recognition, on the Sign Language Proficiency Interview (SLPI).
  - (F) Native American languages. The State Department of Education (OSDE) will consult with each tribal nation as appropriate to identify an appropriate measure of proficiency.

(G) Languages for which there is no standard assessment. If a request for a Seal of Biliteracy is received regarding a language for which there is no standard assessment but which is not a Native American language, the OSDE will work with relevant linguistic and/or cultural entities to identify an appropriate measure of proficiency.

### **Early Graduation**

Six (6) semester graduates must complete twenty (20) credit hours by the end of the 5th semester with a GPA no less than 3.0 to be eligible for early graduation. If there is intent to graduate early, it is the responsibility of the student & parent to notify the senior counselor & principal prior to September 15th of their 11th grade year as well as complete the Oklahoma's Promise Application. Subsequently, the student & parent must complete an early graduation application & meet with the senior counselor to submit the application. The application includes a student statement of the need for early graduation & verification of post-secondary plan. The application will be reviewed by the principal's committee in order to make a determination & the committee decision will be final. The student must meet all state & district graduation requirements prior to the graduation date.

### **Graduation Ceremony Participation**

In order to participate in commencement with the senior class, students must have met all district & state graduation requirements prior to the graduation ceremony. A student will not be able to participate in graduation exercises if under school suspension. Students will dress in appropriate attire for the graduation ceremony including zipped graduation robe and undecorated graduation cap. Exceptions to the graduation attire are made appropriately for Tribal Regalia. Diplomas will not be awarded at the graduation ceremony. They may be picked up in person by the student or guardian from the high school office. They will not be mailed.

If a student is missing a ½ credit, an appeal can be made to the High School Principal. An Appeal Committee will review each case individually. The Appeal Committee's decision is final. A Clinton High School student who is not allowed to graduate & participate in commencement exercises because of lack of sufficient units of credit, but subsequently completes the required credits through summer school or similar approved methods will receive their diploma at the time of completion and will have the option to participate in the commencement exercises of the next graduating class. If the student desires to participate in the exercise, he/she must notify the school on or before April 1st. The student understands that he/she must abide by all policies as stated in the Clinton High School Student Handbook for the year of participation.

### **Extracurricular Eligibility**

All students are expected to meet all requirements set by the Oklahoma Secondary School Activities Association concerning extracurricular activities (including residence, attendance, physical & scholastic requirements, etc.)

Students must pass five full credit subjects the preceding semester and meet all weekly eligibility standards. Students who fail to meet the eligibility requirements for one semester will not be eligible to participate in extracurricular activities for the first six weeks of the following semester or until passing all subjects. If a student falls below the minimum number of credits to attain the next grade level, they are ineligible for any extracurricular activities until the necessary credits for their grade level are attained.

### **Weekly Eligibility Standards for Extracurricular Activities**

**Grades-**Student eligibility will be checked on a weekly basis. Students who are on this list with an F in any subject will receive a one week probation. However, if the next week, they are on the ineligibility list with an F in any class, they will not be allowed to participate in any activities during the following week. A period of ineligibility is from Monday to Sunday. Students may not participate in any activity extending beyond the class period until they are passing all classes at the end of a week. The eligibility grade is cumulative for the semester.

**Attendance Eligibility-**A student who has not attended classes ninety percent (90%) of the current semester is not eligible to compete in any interscholastic competition governed by the association, e.g. athletics, band, FFA, or FCCLA. The principal may make exceptions for illness, injury, death in the immediate family, or valid reasons for late enrollment with the beginning of attendance. **There will be no probation period for attendance.** Students must attend all classes on the day of a game or event unless otherwise approved by the coach/sponsor through the principal to be eligible to participate in said event. Coaches and sponsors must check students out through the office by providing a list in writing at least 24 hours prior to checkout time.

### **Athletic Ideals & Courtesies**

Sportsmanship is simply being honorable & courteous; that is, while courageously striving to win, being certain that opponents have an equal & fair opportunity & knowing when to forego an advantage.

1. The rules of the contest are to be regarded as mutual agreements, the spirit & letter of which will be observed by all honorable persons.
2. Respect the decisions of the officials for they are mutually selected by the competing schools & are vested with final authority by the rules of the contest.
3. Consider opponents as having honest intentions although you do not agree with their points of view or approve of their actions.
4. Pursue a course of individual conduct & action which will seem honorable if known to one's opponents or the public.
5. The spectator represents his school & community & should give suitable recognition to the skill & sportsmanship of players regardless of their team affiliations.

### **Signing Days**

Signing days will be held once in the fall and once in the spring and are on the school calendar so that parents, coaches, and families can plan well in advance to attend. All college signings during school hours will occur in the dome on those two days. This will allow us to celebrate all students and protect class time going forward.

### **Assemblies**

Student Council is in charge of opening each educational assembly & Varsity Cheer is in charge of operating all athletic related pep assemblies. Students are asked to demonstrate courtesy, cooperation & consideration during these assemblies. Outside visitors are at assemblies & it is a credit to the student body when they are able to comment on good behavior. All assemblies will either be educational or promoting school pride & spirit. All students will be required to attend all assemblies unless arrangements have been made with the principal. All assemblies require prior approval of the principal.

### **Calendar of Events**

The official school calendar is on the school website. All individuals or organizations wishing to put events on the calendar or change the date of an event should contact the principal. Requests for use of school property must be approved by the faculty sponsor & the principal. All non-athletic extracurricular activities are to be scheduled through the principal. Events will not be scheduled for Sunday or for Wednesday evening without the prior approval of the high school principal. Any Wednesday activities must be completed by 5:30 pm.

### **Cellular Phones**

Per Senate Bill 139, cellular devices are banned at public schools from the beginning of the school day through the end of the academic day. Cellular phone & headphone use is prohibited for students during school hours in accordance with [CPS School Board Policy](#). **Phones will be stored on silent mode or turned off AND be out of sight to minimize student distraction.** Consequences for violation of district policy will be assessed as follows: First offense—phone stored in administrator's office & student may retrieve it at the end of the academic day; 2nd offense—administrator calls parent & parent must retrieve phone; 3rd offense—3 days ISD, administrator calls parent & parent must retrieve phone; 4th offense & beyond—administrative discretion. Students failing to comply with teacher/admin requests to turn in their phones may be assessed ISD at minimum.

### **Change of Student Information**

All students who have changed information during the school year or summer concerning address & phone number should fill out a Change of Information form. These forms are kept in the counseling offices.

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

Some students occasionally feel a need for various reasons to resort to cheating. Academic dishonesty is defined as cheating, use of artificial intelligence, or giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work, "zeros" will be given to the student(s) involved. No provisions are made to makeup or otherwise receive credit for the work or test in question. **Any student found to have engaged in academic dishonesty in any high school course will not be eligible for Valedictorian or Salutatorian, Top 10% or Distinguished Graduate Honors.**

### **Class Meetings**

All class meetings must be scheduled by sponsors in cooperation with the principal. Class meetings are for business purposes only & should be carried on in an orderly fashion.

### **Dress Code**

Clinton High School respects students' rights to express themselves in the way they dress. All students who attend Clinton High School are also expected to respect the school community by dressing appropriately for an educational environment. Student attire should facilitate participation in learning as well as the health & safety of students & the

adults that supervise them. This policy is intended to provide guidance for students, staff, & parents. How students dress affects their behavior. Appropriate school dress is the responsibility of every student & parent. A school is a place for learning. Clothing standards for all students are:

1. The clothing promotes cleanliness & modesty. Modesty will be defined at Clinton High School as the following dress requirements:
  - a. Shorts & skirts may be no shorter than the student's fingertips when hanging naturally at the student's side.
  - b. Clothing must cover all areas from one armpit across to the other armpit, down to at least the length of the student's fingertips on the leg. Shirts must meet the waist of pants.
  - c. Tops must have shoulder straps.
  - d. Cleavage is never appropriate at school & will not be tolerated.
  - e. Underwear must not show.
  - f. Pants must be able to stay up on their own when walking across the room.
  - g. Any holes in jeans must be at or below fingertips.
  - h. Hoods on hoodies must be down inside the school building.
  - i. No blankets, pajamas, or house shoes are allowed during school.
2. The clothing is not disruptive to the learning process at Clinton High School.
3. Clothing may not promote illegal substances, vulgarity, cults, Satanism, or other inappropriate imprints, including the Confederate flag.
4. "Gang" related clothing is not permitted at Clinton High School or school events.

\*Students in violation of any of the above dress code guidelines must change to educationally appropriate attire. Students will be charged with an unexcused tardy or absence for class time missed & may be assigned detention.

### **Drug Testing Policy**

The Clinton Board of Education, in an effort to protect the health & safety of its extracurricular activities students from illegal and/or performance-enhancing drug use & abuse, adopted a random drug testing policy of activity students. The sanctions imposed for violations of this policy will be solely limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements & complements all other policies, rules, & regulations of the Clinton Public School District regarding possession or use of illegal drugs. All CHS students are required to submit a properly signed Drug Testing Consent Form prior to practicing or competing in any competitive school activity. A copy of the policy in its entirety may be received upon request at the CHS office.

### **Food Services/Cafeteria**

All students are encouraged to eat in the school cafeteria. A variety of food is provided without cost to the student or family. Additional servings may be purchased at listed cost. Weekly and/or single pre-paid purchases are sold in the cafeteria during the breakfast and lunch periods. Prepayment is the property of the family making the payment until it is charged against any meals taken. Prepayments left at the end of the fiscal year must be repaid to the family if requested. Each student eating in the cafeteria is asked to leave the table as he would wish to find it. Sack lunches are also available during lunch & can be eaten in the Commons area. Approved areas for meal times are limited to spaces supervised by an adult, including the cafeteria, commons, and north courtyard. All other spaces including the parking lots, south circle, athletic facilities, and east end of the main building are off limits. CHS is a closed campus at lunch time. Parents must check out their student in-person in order for a student to leave for lunch. Phone calls will not be accepted to leave campus at lunch. Students who leave campus without being signed out by a parent will be assigned 5 days of lunch detention on the first occurrence. Multiple violations will result in in-school detention.

CHS staff will not deliver lunches to students. If parents bring their student's lunch to school, the administration should be contacted for arrangements. No homemade food items are to be shared by students. This includes class parties. All shared food items must be prepackaged.

### **Guidance Services**

An organized guidance program offers counseling & services to all regularly enrolled students & to their parents within limits of personnel capabilities. The sole purpose of organized services is to assist students with personal, educational and/or vocational planning. These services are available through the faculty, counselors & administration. The following services are available:

#### **Testing Service**

- A. Academic Ability
- B. Achievement

- C. Interest Inventory
- D. Aptitude
- E. Reading

## **Educational Information**

- A. College Catalogs
- B. Scholarship Information

## **Specialized Services for Students**

Emergency Mental Health & Drug Info.  
1-800-522-9054

American Cancer Society Information 1-800-227-2345

Area Prevention Resource Center 323-6021

Child Abuse Hotline 1-800-522-3511

Clinton High School 323-1230

Clinton Library 323-2165

Custer County Health Department 323-2100

C. College Entrance Exams

D. General Information

Multi-County Youth Services 323-3322

Runaway Hotline 1-800-RUNAWAY

Reach out 1-800-522-9054

SAFECALL Hotline 1-877-SAFECALL ext. OK-1

Safe line-rape & domestic violence line  
1-800-522-7233

Teen line (3 p.m. - midnight) 1-800-588-8336

Western Technology Center 580-562-3181

## **Harassment - Racial, Sexual, Religious, Ethnic Harassment & Violence Policy**

It is the policy of Clinton Public Schools that racial, sexual, religious/ethnic harassment, bullying & violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect & dignity. Harassment, bullying & violent incidents will be responded to in a manner that effectively deters future incidents. Racial, sexual, religious/ethnic harassment, bullying & violence refers to unwelcome & unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment, bullying & violence are prohibited between staff members, between staff members & students, between students, & from members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment, bullying & violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group. If a staff member or student feels that his/her emotional well-being, his/her sense of safety & security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal. (Board Policy FNCC)

## **Hazing**

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity. This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees. A copy of this policy will be furnished to each student and teacher in this school district. REFERENCE: 21 O.S. §1190 Adopted: February 10, 2014 THIS POLICY REQUIRED BY LAW.

## **Immunizations**

All students must comply with state inoculation requirements. New students must be in compliance with the immunization law before they can be enrolled. (The only exceptions are due to religious, medical, or personal reasons.

Exceptions require a written statement from the parent/guardian.)

### **Insurance**

Students may take private insurance through the school at a low cost. It is not compulsory & the school cannot be responsible in case payment of claim does not come to expectations of students & parents.

### **Language Other than English**

Each student's cultural heritage will be respected &, in appreciation for diverse backgrounds, will be encouraged in the school setting. Classroom instructions will be given in English, & the student's response is expected in English with the obvious exception of foreign language classes. If a student is having difficulty with the spoken English language & needs concept clarification in his/her native language, an effort will be made to find help within the school or among parent volunteers. Conversational use of the student's native language is accepted within the bounds that all students are expected to follow. Profanity or personal insults in any language will not be tolerated.

### **Library Media Center**

Full use of the library is encouraged. The library will be open each day from 8:00 a.m.-3:30 p.m. Because the library is used by many students at the same time, rules are necessary for maximum learning.

1. Do not take any books from the library that are not properly checked out.
2. Two week check out. Renewals are given when needed.
4. Restitution will be made for lost or stolen books.
5. No fines are charged on overdue books; however, overdue notices will be posted.
6. Speak quietly & keep the area neat. No food may be taken into the library.

### **Medication Policy/Prescription Medication**

Medication may be administered upon written authorization from a parent & healthcare provider. The medication must be accompanied by a Clinton Public Schools Medication Administration form completed by the student's healthcare provider. Incomplete forms will not be accepted. Prescription medications must be in a pharmacy container, properly labeled by a pharmacist with the following information provided:

1. Name of student
2. Current date
3. Name of drug
4. Dosage
5. Time to be administered
6. Physician's name
7. Pharmacy name & telephone number
8. Whether the child has asthma or other disabilities which may require immediate dispensation of medicine.

All medications must be delivered to the principal's office in person by the parent or guardian of the student, unless it is an emergency medication that must be retained by the student for immediate self-administration. Self-carry/self-administration medications are limited to lifesaving & emergency medications such as an epi injector, asthma rescue inhaler, digestive enzymes, and/or diabetic medications/equipment.) 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, & the parent or guardian shall sign a statement acknowledging that the school district & its employees & agents shall incur no liability because of any injury arising from the self-administration of medication by the student. 3. A student who is permitted to self-administer asthma medication, anaphylaxis medication, pancreatic medication or diabetic medications shall be permitted to possess & use prescribed medications & supplies at all times.

### **Non-Prescription Medication**

Nonprescription medication may be administered only with the written request & 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 the written instructions from the student's health care provider on the Clinton Public Schools form & signed by the parent.

Students are not to give, sell, or administer any drugs, pills, & prescription or non-prescription medication to another student at any time. Violation of this policy will result in disciplinary action for all students involved. All medications must be registered. Medication must be in an unopened, non-expired bottle.

**Photo IDs & Lanyards**

Students are required to take a school photo ID. Students will be issued a student ID and lanyard. Some off-campus field trips & activities may require students to wear them in order to attend.

**Public Display of Affection (PDA)**

Physical contact, other than holding hands, is prohibited on campus or during off-campus activities. Students in violation of this policy will be disciplined.

**Renaissance Lunches**

At various times during the semester, those students with Renaissance Honors will be allowed to travel off campus for an open lunch period with signed, returned parental permission.

**Safety Drills**

State & district mandated safety drills will be conducted each year according to the time schedule.

**School Cancellation**

In the event that school is canceled due to inclement weather, announcements will be made on local radio stations, call blast, Facebook, etc. as soon as possible. Career Tech students will not be required to attend Career Tech if Clinton Public Schools are closed. Buses will not run on cancellation days even if Career Tech remains open.

**Student Filming Others in School Areas without Permission**

Students at CHS may not film other students or school personnel with a cell phone, camera, or other devices in a classroom, hall, bus, locker room or on school grounds without the permission of the student being filmed. Any student in violation of this will be subject to disciplinary action.

**Student Driving Regulations**

Students driving motor vehicles to school must be of legal age to drive such vehicles & must have a valid driver's license. Student vehicles will be parked in the north parking lot & students will vacate them immediately upon arrival at school & the vehicles will remain parked until the completion of the student's academic day. Students will not go to cars or the parking lot between classes or at noon (unless permission is received from the principal or asst. principal). Parking on campus is a privilege that can be revoked. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband might be present in these vehicles. Searches will be conducted in accordance with legally approved policies. Students parked in unauthorized areas may be towed at the student's expense & disciplinary action may result. The school assumes no responsibility for theft or vandalism in parking areas. Students will be held responsible for all violations.

**School Activities**

School activities are considered to be an extension of the normal school day & all school rules will be enforced accordingly. Students may lose the privileges to attend school activities if appropriate. All Clinton students are required to stay on the Clinton side at home & away athletic events unless otherwise stated. Yearly activity passes may be purchased through the office of the Athletic Director, & may be revoked for conduct unbecoming a Clinton Red Tornado.

**School Transportation/Bus Rules**

The following rules apply to all students riding district operated school buses. These rules were established for the student's safety. The bus driver is responsible for the enforcement of the regulations.

1. Students being transported are under the authority of the bus driver.
2. Students shall stay in their seats & keep head, hands & arms inside the bus at all times.
3. Students must have permission from parents &/or school officials to leave the bus other than at the regular stop.
4. Students shall converse in normal tones; profane language is prohibited.
5. Students may not transport animals on buses.
6. No food or drink allowed unless authorized by driver or sponsor.
7. Always wait for the bus to come to a complete stop.
8. Always cross in front of the bus when loading & unloading.
9. Students are expected to ride the activity bus to & from all extracurricular activities unless a written request from the student's parent/guardian is received by the administration &/or sponsor prior to the bus's departure for the event or unless personal notification is given by the student's parent/guardian to administration &/or sponsor at the event. All activity buses are insured & students riding the buses on extra-curricular activity trips are protected in case of injury.

10. Students who refuse to obey may forfeit their privilege to ride the bus. Loss of bus privileges may result from the following infractions:

- Interfering with the safe operation of the bus,
- Fighting,
- Possession of alcohol or drugs,
- Vandalism,
- Creating fire hazard,
- Throwing hazardous objects in/from the bus,
- Flagrant insubordination/defiance

11. Students are required to ride the bus to & from career tech unless they receive prior administrative approval from Clinton High School. When misconduct occurs, a report is given to the student & the building administrator. The administrator will then attempt to resolve the problem with the student and/or parents. The parent is expected to assume major responsibility to counsel the students as to acceptable bus behavior. Riding the bus is a student's privilege, not a right; therefore, any student who abuses the privilege will be subject to disciplinary action.

### **Technology & Internet Use**

At Clinton High School students will be issued an Internet Acceptable Use Policy (A.U.P.) that must be signed by a parent/guardian & returned in order to have use of the Internet.

### **Student Device Agreement for 1:1 Deployment**

- I am expected to have my fully charged device every day. If I do not have permission to bring it home, I will pick it up before 1st hour & return it before 3:45 p.m.
- I am responsible for my assigned device at all times. The device issued to me is for my use only; information stored & sent from the device is my responsibility. I will not trade my device with another student.
- The device & its contents are the property of CPS & it may be inspected at any time.
- I will not remove asset tags from the device.
- I will not alter the device. This includes the addition of stickers, programs, software, apps, extensions & add-ons. These are not to be installed without permission from a teacher & may be removed by CPS at any time.
- I will follow the district Acceptable Use Policy, any & all student policies, board policies, & all state, local, & international laws.
- I will use the CPS wireless network to be filtered in accordance with the Child Internet Protection Act (CIPA).
- I will not distribute media recorded on school premises without permission from all parties recorded.
- Assistance with school devices may be obtained by emailing [techhelp@clintonokschools.org](mailto:techhelp@clintonokschools.org).

### **Telephones - School Phone**

The school telephone has been installed for business purposes. Students are not allowed to leave the classroom in order to answer the phone or place phone calls. In case of emergency, the office staff will deliver the message. The school phone may be used by students in case of illness. Faculty members may be contacted by telephoning the school office & requesting the teacher to return the call during his/her planning period.

### **Textbooks**

The State of Oklahoma provides textbooks that are used by the instructors. All books are to be returned at the close of the semester, close of the school term, or when withdrawing from school. Students who have lost or damaged textbooks will pay restitution for the book.

### **Visitors**

All visitors shall sign in at the main office upon arrival at school. Students are encouraged not to bring visitors to school. Parents are invited & encouraged to visit the school at any time. Each teacher has a 52 minute planning period for parent conferences. Visitors are not to loiter on school grounds. Visitors may be denied permission to visit school property for any reason as determined by the principal. Uninterrupted instructional time is a priority.

### **Withdrawal Procedures**

When students withdraw from Clinton Public Schools, they should follow this procedure:

1. Notify instructors 24 hours in advance so grades may be compiled. Only a student's parent or legal guardian may initiate the withdrawal process.
2. On the morning of the last day of attendance, get a withdrawal slip from the counselor's office.
3. Return all textbooks & library books, complete any other requirements set forth by the school & have the withdrawal

slip signed by the instructors & librarian.

4. Return the withdrawal slip to the principal for his signature. A copy of this slip is kept by the principal, the original is given to the student to take to the new school.

5. If a student is absent for 10 consecutive days without communication from their guardian, they will be dropped from the student roster and be required to re-enroll upon return.

### **Student Conduct**

The Clinton Board of Education & the Superintendent of Schools may establish written policies, rules & regulations of general application governing student conduct in all buildings. In addition, each principal, within their building, may establish certain written rules & regulations consistent with those established by the Board of Education & the Superintendent. The administration of Clinton High School is appreciative of the cooperation of the students. It is important that our school learning atmosphere includes maintenance of order, which permits cooperative students to pursue their education free from disruptions or distractions. The maintenance of order necessitates regulations relating to school discipline. Any conduct which causes or which creates a reasonable likelihood that it will interfere with the health, safety, well being, or the rights of other students or school personnel is prohibited. The preceding statement is a general standard that should be used as a guide by all students. Disciplinary action will be taken by the school, regardless of whether charges result, if misconduct occurs in the school building, on school property, on school buses, or at school sponsored activities for any one of the following reasons. Not all acts of misconduct can be listed, but the following is an itemized list of some of the major areas of conduct, which may lead to disciplinary action:

1. Violation of state, local or school regulations.
2. Disrespect, disobedience & insubordination.
3. Possession, use, sale or distribution of tobacco/vape/nicotine products, alcoholic beverages, controlled drug substances, drug paraphernalia, or other habit-forming drugs/narcotics.
4. Appearance in violation of health or safety standards.
5. Threat, interference, intimidation, harassment, or bullying of students or employees.
6. Inappropriate dress.
7. Violation of compulsory school laws.
8. Assault, physical and/or verbal, upon another student or person.
9. Gross misbehavior.
10. Profanity or obscenities.
11. Indecency.
12. Forgery.
13. Gambling.
14. Trespassing.
15. Extortion.
16. Arson.
17. Vandalism/Defacing of property.
18. Bomb threats or false alarms.
19. Truancy.
20. Excessive tardies.
21. Theft or possession of stolen property.
22. Possession, threat, or use of a dangerous weapon (real or imitation) or other item with the potential to cause harm as defined by State Statute.
23. Individual or group violence.
24. Fireworks at school or school sponsored activities.
25. Littering.
26. Illegal distribution of matter or literature on school property.
27. Violation of activity trip rules.
28. Violation of bus riding rules & regulations.
29. Disruptive acts at-end-of-school term.
30. Sexual harassment.
31. Cheating.
32. Use of electronic games, cell phones, cameras, lasers and/or other electronic device.
33. Hazing.
34. Conduct which disrupts the operation of school.
35. Violation of written school rules, regulations or policies.
36. Failure to attend an assigned detention class without prior approval.

37. Fighting.
38. Unauthorized departure from campus and/or class or unaccounted for time.
39. Failure to attend assigned class, while on campus, without prior office approval.
40. Unauthorized entry to building and/or campus.
41. Activities which occur off school property, but which have a negative impact on the school.
42. Failure to sign out in the attendance office when leaving school.
43. Violation of school rules & regulations concerning the Internet.
44. Gang related activity or action.

Administrator's response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all responses should be based on careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the seriousness of the offense & its potential effect on other students). The principal of the school has authority to create additional suspendable offenses as long as those additional grounds for suspension are contained in the school's rules & notice of these rules are given to all students in the school. The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally & legally sound procedures is approved with regard to the administration of discipline in Clinton Public Schools. The hallmark of the exercise of disciplinary authority shall be fairness. Every effort shall be made by the administrators & faculty members to resolve problems through effective utilization of school district resources in cooperation with the student & his parent or guardian. An important part of the student's education is the right to make decisions & the responsibility to accept the results of these choices. Students are subject to discipline for conduct while traveling to & from school, at school sponsored events, & off campus during regular school hours, whenever such conduct has a direct effect on the discipline or general welfare of the school. When problems violate state law, school officials may need to notify the appropriate authorities. Disciplinary actions, which may occur because of problem behavior, include the following:

### **Student Discipline/Consequences**

**DETENTION** - The administration reserves the right to conduct morning and/or lunch detention for students. Students may be assigned to detention for disciplinary actions or attendance problems. Students who fail to attend assigned detention can be subject to more detention and/or in school suspension. Teachers may also assign lunch detention for minor behavior infractions, provided contact with the parent is made at the time detention is assigned. The following guidelines are used for students assigned to detention.

- A. Lunch detention is to be served in the Radar Room.
- B. Students will get food if desired, and then report immediately to the Radar Room.
- C. Students will remain awake without talking or causing distractions.
- D. Students will sign in on the provided clipboard & stay their entire lunch period.
- E. Being tardy is considered missing detention & may result in being assigned another detention.
- F. If the student is unable to attend on the assigned date, the absence must be communicated to & approved by the administrator before the detention is missed.
- G. Failure to attend on the assigned date, if the student attends school that day, may result in further disciplinary action.
- H. Exceptions to the above rules will be at the principal, assistant principal, or designee's discretion.

### **Search & Seizure**

Search of the student's person or possessions will be limited to the situation where there is reason to believe that a student is hiding evidence of an illegal act or a school violation. If a student/parent does not comply with search protocol, the student will be considered to be in violation of school rules and will be assigned consequences corresponding with suspected infraction.

### **Confiscated Items**

Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or disciplinary action. Contraband or unlawful items, the possession of which violate the Guideline for Student Behavior, School District Policy, state laws, and/or federal laws shall not be returned to the student or to any representative of the student. Such items shall be turned over to law enforcement officials or, if not desired by such law enforcement official, shall be destroyed by the school. Other items left unclaimed after an investigation or disciplinary action will be disposed of by the school.

**Police Involvement**

School officials have the option to notify police authorities, & in cases of major violations, may press charges. If the police are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school. School officials, guided by district procedures, will cooperate with police authorities during investigations.

**In-School Detention (ISD)**

The purpose of the In-School Detention Program is to provide students with a program of in-school alternative education that will serve to modify deviant student behavior & prevent short-term out-of-school suspensions. The principal or other administrator must approve any student assignment to ISD. The classroom teachers will prepare assignments for each student & will grade these assignments upon their return. Each student will receive credit for work completed during this time. Continuous or serious behavior or attendance problems in ISD program may result in an emergency suspension. Students may be required to complete all accumulated ISD time before re-entering CHS regular classes. In-School Detention is considered a placement & may not be appealed to the Board of Education. Any student assigned ISD must surrender their cellular phone at the beginning of the academic day and may not retrieve it until the end of the school day.

**Suspension**

Students may be suspended by the Board of Education, the superintendent, school principal, or their administrative designate. Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of the suspension, specification of charges & an opportunity to present his/her view of the alleged misconduct. In all cases, an administrator will notify the legal guardian by letter and, when possible, by telephone. Students' due process will be followed & the Board of Education will have the right of final review of the suspension action. If an emergency situation exists related to health or safety, the appeal process may not begin until after the informal conference. Students will be allowed to complete missed work for full credit under guidelines for absences. Students are not allowed to attend any school activities, home or away, or be on any school grounds during the out-of-school suspensions. If a suspension is to be appealed, the Principal should be notified in writing of the intent to appeal within two days of receipt of the suspension letter. Upon returning to school, any student who is suspended and their parent or guardian must meet with the principal or designee prior to returning to class. In the event a student violates their suspension guidelines, the length of suspension may be extended.

**Emergency Suspension**

This will consist of an exclusion of a student from school & school activities for a period of up to three school days. In these cases a conference between the administrator, student, parent & other appropriate persons will be conducted. Assignments will be collected for the student & a parent or guardian must come to school to receive them. Full credit will be given for all completed & returned work. Work is due according to the CHS make up policy.

**Long-Term Suspension**

This will consist of an exclusion of a student from school & school activities for up to the current & next semester. A conference between the administrator, student & other appropriate persons will be conducted. The legal guardian has the opportunity to respond to the charges & may request a conference with appropriate school authorities. In special cases, as determined to be necessary by the administrator ordering the suspension, a long suspension may be continued pending the occurrence of some special action (i.e. physical or psychological examination, incarceration by court action or by the Board of Education regarding suspension). The legal guardian or parent may appeal the suspension to the superintendent by notifying the principal in writing within two school days of the receipt of the suspension letter. All students will be given an education plan for full credit in all classes.

**Other Disciplinary Action**

A school official may assign other disciplinary action that is deemed appropriate under the circumstances of each individual case. The student & guardian will be notified of the action discussed. Examples might include: financial restitution, work restitution, involvement of law enforcement agencies, referral to social agencies, etc.

**Student Rights/Due Process**

All students are entitled to due process. No action will be taken against a student until the facts have been presented by everyone involved, & the student is allowed to respond to the school violations. There are certain procedures which school officials must follow prior to taking appropriate disciplinary actions. There are also procedures which students must follow if they do not agree with the school's actions.

**Right to Grievance**

Every effort should be made to settle disagreements at the local school level. The informative discussion of problems & the interchange of views between students & professional staff of a school are encouraged in order to informally resolve as many disputes as possible. Procedures for channeling student complaints at the local school level shall be developed by the principal in cooperation with the Student Government. Grievances should be given in writing to the principal. Student complaints involving the alleged violation of his Bill of Rights or a Board of Education policy or rule, or CHS policy or rule, should be resolved at the local school level between a student & the principal within 5 school days of such appeal, then the Superintendent of Schools shall render a decision within 10 school days of such appeal. The appeal is then sent to the Board of Education at the time of its next regularly scheduled meeting.

### **Drug Abuse**

Student distribution, use of or possession of, or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/inhalants or items that are purported to be unlawful drugs or controlled substances are those defined as illegal under the laws of the United States, State of Oklahoma & the City of Clinton. Illegal activities, such as possession with intent to distribute, distribution & possession of drug paraphernalia, may be reported to the police. When any of the above activities occur during school time, on school premises, or during school-sponsored activities, district action will be independent of police or court action & could result in suspension, expulsion, Intervention, participation in the Student Assistance Program or recommendations for outside treatment.

School personnel will immediately notify the appropriate administrator when they reasonably believe a student to be under the influence or in possession of any of the following:

1. Alcoholic beverages
2. Marijuana, hashish, or any cannabis derivative
3. Amphetamines (speed, white crosses, cocaine, etc.)
4. Phencyclidines (pep, angel dust, etc.)
5. All hallucinatory chemicals (LSD, mescaline, & others)
6. Barbiturates
7. Opiates
8. Other mood-altering chemicals which can hinder the student's responsibility to learn or participate & could cause damage to the student's health.
9. Possession of drug paraphernalia. Immediately following notification, the administrator will contact the parent or legal guardian.

Circumstances may require the assistance of law enforcement agencies.

If drug possession, use & abuse are suspected:

1. The teacher or other staff member will inform the principal immediately.
2. Students who use, possess, are under the influence of, or distribute nicotine, tobacco, alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants or possess drug paraphernalia during school time, on school premises or during school-sponsored activities will be subject to immediate disciplinary actions.
3. If a student is found to be in possession of a nicotine/tobacco product, that student will be assigned five days of in school suspension. Subsequent offenses will result in escalated discipline measures up to and including suspension.

If a student voluntarily admits drug abuse:

1. The first aim of the school will be to help the student. The principal and/or teacher/counselor should inform the student of the procedure, including the discussion with parents & referral to an agency which can give him help.
2. The principal or representative will meet with the parents & recommend a proper plan of action.

If a student appears to be under the influence of drugs:

1. The same procedure will be used as when a student shows signs of a serious illness. The principal will be notified immediately. The principal and/or counselor shall take charge. Parents will be called, medical help will be summoned if necessary, & arrangements made to transfer the student home or to a hospital. The teacher will not accuse the student.
2. The principal will arrange for a parent-administrator conference as soon as possible.
3. Automatic three (3) day suspension during which there must be a parent & principal conference & plan of action developed. Subsequent violations will result in suspension of increased length.

If a student is apprehended possessing, dealing with, sharing, giving, or selling drugs:

1. The incident will be reported to the principal immediately.

2. The principal will notify the student's parents & the law enforcement agency.
3. At minimum, students will be suspended for 45 school days.
4. The suspension can be shortened to 30 school days with the completion of a drug counseling program.

If a student is apprehended flaunting the drug culture:

1. The principal will be notified immediately.
2. There will be a principal/student conference.
3. There will be a parent/student/principal conference.
4. Flaunting will include wearing apparel or jewelry.

If a student is apprehended having drug paraphernalia in his possession:

1. The principal will be notified immediately.
2. Paraphernalia will be turned over to the parents or local police department.
3. Automatic (three) 3 day suspension during which there must be a parent & principal conference & plan of action developed. Subsequent violations will result in suspension of increased length. Clinton High School is in compliance with the standards of conduct as stated above.

### **Annual Notices:**

#### **No Child Left Behind Act of 2001/Parents Right to Know**

A part of the "No Child Left Behind Act of 2001" implemented by the federal government requires that parents of each student attending any school receiving funds under this "act" may request & receive (in a timely manner) from the school district the information regarding the professional qualifications of the student's classroom teacher(s), including, at a minimum, the following:

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

In addition the "No Child Left Behind Act of 2001" requires that a school that receives funds under this "act" shall provide to each individual parent the following information:

- Information on the level of achievement of the parent's child in each of the State academic assessments.
- Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- Pursuant to the federal "No Child Left Behind Act," P.L. 107-110 (Title IX, Sec. 9528), the Clinton Public Schools must disclose to military recruiters & institutions of higher learning, upon request, the names, addresses, & telephone numbers of high school students.
- The district must also notify parents/guardians of their right & the right of their child to request that the district not release such information without prior written consent. Parents/Guardians wishing to exercise their options to withhold their consent to the release of the above information to military recruiters & institutions of higher learning must request a form from the building administration by October 1 of the school year.

#### **Notification of Rights under the Protection of Pupil Amendment (PPRA)**

PPRA affords parents & students who, 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection & use of information for marketing purposes, & certain physical exams.

These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

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

Receive notice & an opportunity to opt a student out of-

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

Inspect, upon request & before administration or use

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

Clinton Public Schools has developed & adopted policies, in consultation with parents, regarding these rights, as well as arrangement to protect student privacy in the administration of protected surveys & the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Clinton Public Schools will directly notify parents & substantive changes.

Clinton Public School District will also directly notify parents & eligible students, such as through the school handbook, e-mail, or U.S. Mail, at least annually at the start of each school year, or as the child enrolls in the district, of the specific or approximate dates of the following activities & provide the opportunity to opt a student out of participating in: Collection, disclosure, or use of personal information for marketing, sales, or other distribution. Administration of any protected information survey not funded in whole or part by ED. Any non-emergency, invasive physical examination or screening as described above. Parents/eligible students who believe their rights have been violated may file a complaint with:

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

### **A.I.D.S. Instruction**

An A.I.D.S. Prevention Education program shall be offered to students in the Clinton School System pursuant to §70-11-103.3. Curriculum materials developed by the State Department of Education shall be used. Any other materials used in the A.I.D.S. prevention program shall be approved for accuracy by the State Department of Health. At least one month prior to teaching A.I.D.S. prevention, the principal of the school shall conduct a meeting for parents or guardians of the students involved presenting the curriculum & material that will be used. Said meeting shall be held during weekend or evening hours. No student shall be required to participate in A.I.D.S. prevention education if a parent or guardian of the student objects in writing to such participation (2024 Oklahoma Statutes Title 70. Schools §70-11-103.3)

### **Annual Asbestos Notification to Parents**

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Parents may examine the plan, located at the Board of Education Office, 1720 Opal Avenue & at each campus, upon request. The Clinton Public Schools annually notifies all parents, teachers & other employees by newspaper-handbooks, handouts, etc. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by flyer, newspaper-handbooks, handouts, etc., when they arise. The asbestos identified in our management plan is checked regularly by an asbestos company & our staff to scrutinize any changes in the material, which could cause a health hazard. We will continue to monitor the asbestos as defined by EPS guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

### **Annual Truancy Law Notice**

**Universal Citation:** [70 OK Stat § 70-10-105 \(2024\)](#)

A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, & under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend & comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having

custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed on & after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-97 school year in order to continue to teach a kindergarten program.

B. It shall be unlawful for any child who is over the age of twelve (12) years & under the age of eighteen (18) years, & who has not finished four (4) years of high school work, to neglect or refuse to attend & comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

Provided, that this section shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed & practicing physician;

2. If any child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;

3. If any child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:

a. the school administrator of the school district where the child attends school, and

b. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator & the parent, guardian or custodian of the child unless & until it has been determined that such action is for the best interest of the child and/or the community, & that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years;

4. If any child is excused from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed & for the days on which the student must travel to & from the site where the student will observe the holy days; or

5. If any child is excused from attending school for the purpose of participating in a military funeral honors ceremony upon approval of the school principal.

C. It shall be the duty of the attendance officer to enforce the provisions of this section. In the prosecution of a parent, guardian, or other person having custody of a child for violation of any provision of this section, it shall be an affirmative defense that the parent, guardian, or other person having custody of the child has made substantial & reasonable efforts to comply with the compulsory attendance requirements of this section but is unable to cause the child to attend school. If the court determines the affirmative defense is valid, it shall dismiss the complaint against the parent, guardian, or other person having custody of the child & shall notify the school attendance officer who shall refer the child to the district attorney for the county in which the child resides for the filing of a Child in Need of Supervision petition against the child pursuant to the Oklahoma Juvenile Code.

D. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, & shall be punished as follows:

1. For the first offense, a fine of not less than Twenty-five Dollars (\$25.00) nor more than Fifty Dollars (\$50.00), or imprisonment for not more than five (5) days, or both such fine & imprisonment;

2. For the second offense, a fine of not less than Fifty Dollars (\$50.00) nor more than One Hundred Dollars (\$100.00), or imprisonment for not more than ten (10) days, or both such fine & imprisonment; and

3. For the third or subsequent offense, a fine of not less than One Hundred Dollars (\$100.00) nor more than Two Hundred Fifty Dollars (\$250.00), or imprisonment for not more than fifteen (15) days, or both such fine & imprisonment. Each day the child remains out of school after the oral & documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

E. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

F. The court may order the parent, guardian, or other person having custody of the child to perform community service in lieu of the fine set forth in this section. The court may require that all or part of the community service be performed for a public school district.

G. The court may order as a condition of a deferred sentence or as a condition of sentence upon conviction of the parent, guardian, or other person having custody of the child any conditions as the court considers necessary to obtain compliance with school attendance requirements. The conditions may include, but are not limited to, the following:

1. Verifying attendance of the child with the school;
2. Attending meetings with school officials;
3. Taking the child to school;
4. Taking the child to the bus stop;
5. Attending school with the child;
6. Undergoing an evaluation for drug, alcohol, or other substance abuse & following the recommendations of the evaluator; &
7. Taking the child for drug, alcohol, or other substance abuse evaluation & following the recommendations of the evaluator, unless excused by the court.

### **Annual Notice of FERPA Rights**

The Clinton Public Schools has established the following open records policy, in accordance with the Family Educational Rights & Privacy Act:

A. Parents of students & eligible students have the right to review the student's educational records.

B. It is the intent of the Clinton School District to limit disclosure of information contained in the Student's educational records, except (1) by prior written consent of the student's parents, (2) directory information, (3) as stated in the district plan in regard to rights & privacy. Directory information includes a student's name, parent's name, date of birth, class designation, participation in school activities & sports, weight & height of athletic members, achievement awards & honors, previous school attended, & photograph.

C. Students' parents or eligible students have the right to seek to correct parts of a student's educational records believed to be inaccurate, misleading, or in violation of present rights. This right includes the right to a hearing to present evidence that a record should be changed, if the district does not alter it according to parent or eligible student request.

D. Parents of students & eligible students have the right to file a complaint with the Department of Education if Clinton School District violated the Family Rights & Privacy Act.

E. Parents of students & eligible students may obtain a copy of the district's policies & procedures in regard to family educational rights & privacy upon request & the superintendent's office at 1720 Opal Avenue, Box 729, Clinton, OK 73601. The district will arrange to provide translation of this notice to non-English speaking parents in their native language. Any questions in regard to this notice may be directed to Tyler Bridges, Superintendent of Schools, 323-1800, or to Janelle Shepherd, Special Education Coordinator, at Southwest Elementary, 323-1290.

### **Nondiscrimination Statement**

Clinton Public Schools provide equal educational opportunity & equal employment opportunity to every person regardless of race, color, age, sex, religion, national origin, or disability.

### **Child Identification, Location, Screening, & Evaluation**

This notice is to inform parents of the child identification, location, screening, & evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected & maintained in a confidential manner in carrying out the following activities:

#### **Referral**

Preschool children ages 3 through 5 & students enrolled in K-12 who are suspected of having disabilities which may require special & related services may be referred for screening & evaluation through the local schools. Screening activities may include vision, hearing, & health. Other screening activities may include: review of records & educational history; interviews; observations; & specially developed readiness or educational screening instruments. No child shall be educationally screened whose parent or legal guardian has filed a written objection with the local school district. Second through grade 12 students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

#### **Evaluation**

Evaluation means procedures used in accordance with Federal laws & regulations to determine whether a child has a disability & the nature & extent of the special education & related services that the child needs. These terms mean procedures used selectively with an individual child & does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education & related services purposes. Collection of Personally Identifiable Information Educational records containing personally identifiable information collected by schools in the identification, location, screening, & evaluation of children shall be maintained in accordance with Family Educational Rights & Privacy Act (FERPA) & the Policies & Procedures for Special Education in Oklahoma. School district develop & implement a local policy regarding the collection, storage, disclosure, & destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator. Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities & shall include the rights of parents under FERPA. For further information, please contact: Janelle Shepherd; P.O. Box 729; Clinton, OK 73601 (580) 323-1828.

### **Meningococcal Disease**

**What is meningococcal disease?** Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain & spinal cord, causing meningitis. How is this disease spread? Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose & throat of an infected person.

**Who is at risk of getting this disease?** Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, & people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke & having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy & then increase in adolescence & young adulthood.

**What are the symptoms?** Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose & throat without being ill, which is called "asymptomatic carriage". Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose & throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, & a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, & extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

**How soon do the symptoms appear?** The symptoms may appear two to ten days after infection, but usually within three to four days.

**What is the treatment for meningococcal disease?** Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

**Should people who have been around a person infected with meningococcal disease receive treatment?** When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, & advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*. Oklahoma State Department of Health Acute Disease Service Public Health Fact Sheet Meningococcal Disease

**Is there a vaccine to prevent meningococcal disease?** Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, & W-135. An additional vaccine is now available that protects against serogroup B, but is currently only licensed for high-risk children over ten years of age. Consult with your healthcare provider or the local health department about receiving the vaccine.

**Other Programs**

For questions concerning the following programs, contact Melissa Knabe, Assistant Superintendent of Schools; P.O. Box 729; Clinton, OK 73601 580-323-1800

TITLE I- Part A School Improvement TITLE I- Part C Migrant

TITLE II - Part A Teacher Quality TITLE II- Part D Educational Tech.

TITLE III - Part A Immigrant TITLE III - Part A Limited English Prof.

TITLE IV - Part A Safe & Drug Free Schools TITLE VI - Part B, Subpart 2- Rural Low Income Schools

TITLE VII - Indian Education TITLE VII- Impact Aid

TITLE IX- Discrimination-Office of Civil Rights

Department of Labor Regulations/Safety Officer

For questions concerning the following programs, contact Janelle Shepherd, Special Services

Director: P.O. Box 729; Clinton, OK 73601 580-323-1828.

IDEA- Individuals with Disabilities Education Act

504 Policy- American Disabilities Act (ADA)