COLEMAN PUBLIC SCHOOLS

Dear Wildcat parents, students, and community,

It is with great pleasure that our staff welcomes you to Coleman Public Schools. At the elementary level, our goal is to build a strong foundation in education, inspiring students to become the best person they can be, academically, socially, emotionally, and physically. At the middle and high school levels, we will build upon those foundational skills and inspirations, preparing them to be MORE than responsible citizens; rather, to be successful leaders of our community, state, and country. We will challenge the status quo at ALL levels, continually striving for excellence, and never settling for anything less than our BEST.

Coleman Public Schools has a great vision where we empower students and teachers to reach their unlimited potential. Our inspiring vision is shared by our great team, enabling us all to reach and grow substantially. We TRULY believe that our vision determines our destination.

Finally, please know we have an open-door policy at Coleman Public Schools. If you ever need to visit with any of us, feel free to call, email, or come in for a face-to-face visit. We believe strong communication between home and school is a positive and essential ingredient in the success of our students.

Thank you for trusting us to provide an educational arena that will meet all aspects of your child's development. We are truly excited as we begin this journey together!

Many blessings,

Melissa Ferguson
Lead Learner
Superintendent

COLEMAN PUBLIC SCHOOLS

”Building a legacy of excellence….together!”

MISSION STATEMENT

The education of its students is the primary objective of Coleman Public Schools. Education is both a right and a privilege and all students attending this school are entitled to grow intellectually, morally and physically into self-sufficient citizens who contribute to our democratic society.

The mission of Coleman Public School District is to provide a learning environment that respects the individual needs of its students and helps them to reach their full potential.

Coleman Board of Education is responsible on behalf of the people of this district to establish, maintain and continually improve the public schools. As the designee to accomplish our goals, the board of education acts in a regulatory and service capacity through its superintendent of schools.

STUDENT/PARENT HANDBOOK

The Coleman Public School District Student/Parent Handbook has been written to inform students and parents about policies and procedures of the District. The policy guide is distributed to each student at the beginning of the school year and is available on the district’s website: **www.coleman.k12.ok.us.** As state and federal statutes and regulations are changed, District policies will be changed to be in compliance. All students are obligated to abide by all Coleman Public School District policies and regulations.

NOTICE OF NON-DISCRIMINATION

It is the policy of Coleman Public Schools not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, services, and activities as required by: Title VI of the Civil Rights Act of

1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

BOARD OF EDUCATION

James Whitmire, President — Matt Dean, VP
Laurie Jo Seidel, Clerk — Jeff Tipton, Member
Cooper Stephens, Member

ADMINISTRATION

Melissa Ferguson, Superintendent and PK-12 Principal

PHONE NUMBERS

School: (580)937-4418 — Fax: (580)937-4615
www.coleman.k12.ok.us
Coleman School Colors: Maroon and White — Mascot: Wildcat

STUDENT ACHIEVEMENT GOALS

- To develop students who demonstrate mastery in the areas of reading, writing, language arts, mathematics, science, technology, and social studies.
- To create individual interests and talents of students in fine arts, academics, languages, athletics, technology, and vocational fields.
- To encourage students to set high academic and personal goals and to strive for both.
- To generate graduates who demonstrate skills in decision-making, problem solving and communication, understanding of others, reasoning ability, and critical thinking.

CITIZENSHIP GOALS

- To develop students who exhibit these foundations of character: respect, responsibility, citizenship, integrity, work ethic, and caring in their daily lives.
- To produce students who demonstrate leadership and civic responsibility.
- To promote a spirit of fellowship, fair play, and social cooperation.
- To instill pride for our school and community.

TEACHER QUALITY GOALS

- To employ certified staff who possess in-depth knowledge of content and successfully teach subject matter to all learners.
- To encourage teachers who implement practices that build positive relationships among individuals in their classrooms and in the school.
- To develop teachers who effectively communicate with students, parents, other teachers, administrators and community members.
- To support ongoing professional development of certified staff.

SAFE ENVIRONMENT GOALS

- To ensure a safe learning environment, free from the influence of threats, violence, drugs, and weapons.
- To ensure a safe physical environment.

PARENTAL INVOLVEMENT GOALS

- To formulate creative forms of communication between educators and families.
- To create shared accountability among students, parents, and teachers which strengthens family/school partnerships.
- To develop certified and support staff who work effectively with families.

ATTENDANCE

Regular attendance is a necessary part of the learning process and subsequent graduation. Students who are frequently absent are putting their graduation and future in jeopardy. Students are required to attend at least 90% of the days a class is held in order to receive credit and in order to be eligible to participate in extracurricular activities. Daily attendance, therefore, is expected of all students. Prompt and regular attendance in all classes is the responsibility of every student and parent.

Oklahoma state law states that "it shall be unlawful for a parent, guardian, custodian, or other persons having control of a minor child to neglect or refuse to cause or compel such child to attend and comply with the rules of public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session." The law further states that "it is the duty of the parent or guardian to notify the school concerning the cause of any absence of such child."

It is the responsibility of the School Principal or Attendance Clerk to report violations of the school attendance laws to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 70 of the Oklahoma Statutes.

Oklahoma law states there will be no excused or unexcused absences; an absence is an absence. If a student is absent from school due to a school-sponsored activity, the sponsor will report the intended absence to the Principal's office prior to leaving and immediately upon return to school and will verify the actual names of persons attending the activity. Any other absence must be preceded upon return or followed immediately by a phone call or personal visit to the Principal's office by the parent or guardian.

- When it is necessary for a student to be absent he/she must have a parent call the office and/or give specific reasons for the absence.
- The student will be given one day for each day missed to make up work. It is the responsibility of the student to make arrangements for make-up work.
- Tardiness and/or a “leave early” of (10) minutes will be considered an absence.
- When a student reaches (5) absences in any semester, the District will report to the parent.
- Students who exceed nine (9) absences may appeal to the attendance committee before disciplinary action is taken. All absences must include official documentation. The attendance committee will consist of one teacher, one parent, one student, and the school counselor who will be the committee chair. Decisions of the attendance committee will be final.
- After receiving (10) absences in any one class during a semester, the student will not receive credit for the course.
- Official school activities absences will not count against the total number of absences.
- If possible, students who have prior knowledge of an absence, should check with their teachers before leaving to get their homework assignments.
- A Student suspended out—of-school will receive credit actually earned on assignments completed on time. All work must be turned in before re-entering class.
- Observance of Religious Holidays will not count toward a student’s absences.

Optional Virtual School Attendance Policy

Coleman Public Schools prides itself on student success. Therefore, our faculty and staff aim to design rigorous and engaging courses, provide

quality instruction, and ensure that all students who start a course have the academic support they need to succeed. We recognize, however, that there are circumstances that may require a student to be removed from a course.

Virtual Student Responsibilities

Students should spend the first fourteen days of a course making sure that they are comfortable with the technology of online learning and that they are capable of successfully mastering the content. If after the first fourteen days, a student finds that they are not comfortable taking the assigned course online (initial grace period), they can return to the traditional setting. If the student stays with the online course, they must do so until the end of the semester.

Please note that when taking an online class, students are responsible for maintaining consistent and reliable computer access. Our courses are accessible from any computer with high-speed internet access; therefore, computer/internet problems will not be accepted as reasons for delays in meeting course deadlines. Students should develop contingency plans to deal with potential situations that would prevent them from accessing their courses (e.g., identifying alternate locations with internet access, using backup computers, etc.).

Only through continuous communication and consistent work can students be successful in an online course. Within each course, the instructor outlines the weekly minimum work requirements in the pacing guide. It is essential that students maintain regular contact with their instructors and submit assignments on time. If circumstances arise that prevent students from maintaining the appropriate pace in their courses, it is critical that they communicate with their instructors.

COLEMAN PUBLIC SCHOOLS (CPS) Virtual Attendance Policy

1. **Regularly submitting work constitutes attendance in a CPS course.**
2. **Students who, at any time, fail to submit work for a consecutive fourteen calendar day period will be administratively withdrawn from the virtual program.**

3. **Students must virtually connect with the instructor within 24 hours of a message/email sent to the student. Students who do not respond to teacher or administrator dialogue will be withdrawn from the virtual program.**

Attendance Violations within the First Fourteen Days of a Course

These students will be designated as “Virtual Drop” and moved back into a traditional setting. Being removed from a course in this way should not negatively affect a student's transcript or Grade Point Average (GPA).

Attendance Violations after the First Fourteen Days of a Course

These students will be designated as “Dropped" and will show the drop reason as "Attendance Violation." Students that show "Dropped" for this reason should be recorded by Coleman Public Schools as “Withdrawn Failing.” These students will return to the traditional classroom setting.

Distant Learning Attendance Policy

There may be times throughout the year that students, whole classes, or the entire district will have to shift to a distance learning format, due to pandemics or other situations out of our control. In case of that scenario, an attendance policy has been created to ensure the learning of students continues.

Student Responsibilities

Students should spend the first week in an unexpected distance learning format responding to teachers and administrators’ correspondence. Coleman Public Schools’ staff and administration will be reaching out with guidance on what to expect. It is the student’s responsibility to respond to any dialogue or correspondence within 24 hours of an assignment or email sent to the student.

If students are sent to an unexpected distance learning platform, due to COVID or other unforeseen circumstances, students without connectivity at home will check out a “hotspot” that will ensure connectivity so that students can complete assignments. Once that hotspot has been successfully installed, students are responsible for maintaining consistent and reliable computer access. Our courses are accessible from any computer with high-speed internet access; therefore, computer/internet problems will not be accepted as reasons for delays in meeting course deadlines. Students should develop contingency plans to deal with potential situations that would prevent them from accessing their courses (e.g., identifying alternate locations with internet access, using backup computers, etc.).

Teacher Responsibilities

Teachers should prepare ahead of time for an unexpected shift in delivery of instruction. Teachers will receive training during professional days, prior to the start of the school year. These trainings will include successful usage of content learning systems, Google Classroom, IXL, Acadience (early childhood classes only), and more. It is the hope of CPS that the knowledge gleamed from these learning opportunities will equip the teachers to create virtual lessons so that contingency learning plans are already in place before a school shutdown returns.

Teachers should prepare students BEFORE another shutdown on what to expect if classes return to a virtual platform. This will be done with practice run-throughs on Techy Tuesdays. Those days will be used for virtual learning while sitting IN the classroom.

In case of a shift to a virtual setting, teachers should wait for direct communication from the administration, and then immediately communicate appropriate information to the students, via Google Classroom, emails, Class Dojo, or Remind. Teachers are NOT allowed to text directly to a student’s phone.

Teachers will develop a daily (Monday – Thursday) communication system (“office hours”) in which the students check in and are able to ask questions and have dialogue with the teacher. This can be done through Zoom, or any other communication process they already have in place. This information should be given at the onset of the shift to distance learning.

Administration Responsibilities

Administrators will be transparent to the best of their ability. They will communicate with staff as information becomes available. They will keep staff apprised of the situation that caused the distance learning to happen.

Administrators will provide training for staff so that they are adequately prepared to teach virtually. They will also provide Chromebooks or tablets to all students and staff, so that they have devices on which to work at home.

Administrators will develop office hours so that parents and staff know when they are available. They will make themselves available through emails or other online communication tools. They will keep the public apprised of the situation via school Facebook page and text alerts sent out from the district website.

ACTIVITY ABSENCES

There are absences due to school functions such as field trips, sports activities, etc. Students are allowed only ten (10) school absences from any single class period per semester. After missing the allowed number of times, all students must maintain at least a 2.25 GPA ("'C") average in every class and have approval from the Principal before participating in activities that will cause their absence from school. The student is required to check with teachers before they leave to get their homework assignments. This work is then due when they return to school the next day.

ATTENDANCE INCENTIVE 8: SEMESTER TEST EXEMPTION

Students with good attendance may be exempted from their semester tests for having good attendance.

Examples are as follows:

1. A student has an ""A" average and no more than three absences in the class he/she wishes to be exempted from the semester test.

2. A student has a “B” average and no more than two absences in the class he/she wishes to be exempted from the semester test.
3. A student has a “C” average and no more than one absence in the class he/she wishes to be exempted from the semester test.

NOTE: Exemptions are not guaranteed and are at the discretion of the Administration. Any student who qualifies for an exemption may request an exemption with their teacher.

ACT exemption based request: Students scoring a 27 or higher composite score on the ACT are exempt their senior year from the corresponding semester test.

BELL SCHEDULE/CLASS PERIODS

	CLASS BEGINS	CLASS ENDS
Period 1	7:50	8:35
Period 2	8:50	9:35
Period 3	9:40	10:30
Period 4	10:35	11:25
Lunch	11:25	11:55
Period 5	12:00	12:45
Period 6	12:50	1:35
Period 7	1:50	2:35
Period 8	2:40	3:25

CHECK OUT PROCEDURE

If it becomes necessary for a student to leave school before the regularly scheduled dismissal time, the student should follow these steps:

- Never leave school without first receiving permission from the Principal’s Office;
- Have a parent or guardian call the Principal’s Office before leaving
- Give a specific reason why you need to be absent;

- Come by the office and pick up your Permit to Leave School before you go to the class you have to leave;
- Sign in at the Principal's Office if you return to school the same day.
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Failure to follow check out procedures may result in disciplinary action.

COLLEGE DAYS

Seniors who are planning to go to college may take two (2) college days their senior year to visit
campuses of colleges they are interested in attending; These days do not count against them as a school absence. College days must be arranged ahead of time with the Principal.

INCLEMENT WEATHER & UNEXPECTED CLOSURES

Procedure for dismissing school due to bad weather:

1. The condition of the roads and streets within the school district is the determining factor as to whether schools will be in session;
2. The bus routes throughout the school district are checked by the Superintendent or designee by 6:00 a.m.
3. News media will be notified only if the schools are to be dismissed.

Procedure for dismissing school for other reasons:

1. Media will be notified;
2. Parents will be notified if time allows.

Procedure for dismissing if school is already in session:

1. For grades Pre-K —- 8, students will remain at the site until buses run or arrangements have been made with parents or guardians for dismissal;
2. For grades 9 -12, students with own transportation will be dismissed and urged to use caution. Students without transportation will remain at the site until buses run or arrangements have been made with parents or guardian for dismissal.

When school is canceled for unexpected reasons a notification will be posted as follows:

www.coleman.k12.ok.us www.facebook.com/colemanpublicschool
www.schoolclosings.com www.kten.com www.kxii.com

Also, a text alert will be sent out to those who have subscribed to the text alert system via www.coleman.k12.ok.us. This service can be found on the school's home page.

SCHOOL DAY

School doors are open at 7:35 a.m. and close at 3:45 p.m. Students are allowed five (5) minutes between classes to make the change to their next class. Coleman Public Schools operate on a **closed campus** policy. Students are not allowed to leave campus during lunch time.

TARDY POLICY

Students are expected to be on time to all classes. The following shall be the policies for a nine (9) week period:

- Three (3) unexcused tardies will result in a warning with the Principal.
- Four (4) unexcused tardies will result in one day lunch detention.
- Five (5) unexcused tardies will result in one day ISD.

Six (6) unexcused tardies will result in parent conference and disciplinary action as determined by the building Principal.

CAREER TECH CLASSES

Career Tech classes are scheduled each day in cooperation with the Vocational Education Center in Durant. Students must be either a Junior, Senior, or have an IEP on file in order to enroll in Career Tech classes. Transportation will be provided to and from the Career Tech.

it is the student's responsibility to be on time for the bus each day. Those missing without a justifiable excuse may receive disciplinary action at the Principal's discretion. Excessive absences or misconduct as determined by the Principal or Career Tech Faculty, may lead to a student being forced to withdraw from the program. The student will then be returned to regular school classes.

Changing Schedules-No schedule changes will be made after enrollment unless there are unusual circumstances which demand the change. Any changes must be approved by the Counselor and Principal.

COLEMAN HIGH SCHOOL GRADUATION REQUIREMENTS

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

SUBJECT	UNIT	
English	4 Units	
Mathematics	3 Units (Algebra I is required)	
Science	3 Units	
History	3 Units U.S. History – 1 Unit, ½ U.S. Government, ½ Oklahoma History	
Fine Arts	1 Units	
Comp Tech or World or Non-English Language	2 Units	
Electives	9 Units	Various Courses
PFL & ADE/CPR	Must complete and pass.	

COLLEGE ADMISSION REQUIREMENTS

The following high school curriculum requirements must be met prior to enrollment in Oklahoma Colleges and Universities:

SUBJECT	UNIT	CLASS OPTIONS
English	4 Units	English I, II, III, IV
Mathematics	3 Units	Alg. I, Alg, II, Geometry, Trigonometry, Calculus
Lab Science	3 Units	Biology I & II, Chemistry I & II, Physics, Physical Science, Forensic Science
History & Citizenship	3 Units	1 American History, ½ U. S. Government, ½ Oklahoma History, non-Western cultures, Economics, Civics, Geography, Government
Foreign Language Computers Technology	2 Units (must be of same class)	Choctaw I & II or Computers I & II
Fine Arts or Speech	1 Unit	Music, Art, Speech I & II, Drama
Elective Units	6 Units	Various classes plus one from the preceding subjects
CPR/AED & Personal Financial Literacy	Must complete and pass courses.	Must take between 9th – 12th grade
1 additional course from above courses		

***Any student wishing to attend college should visit the Counselor for information on scholarships, grants, and any additional or updated requirements for admission.**

INTERNSHIP PROGRAM

Coleman's internship program allows senior high school students to receive elective credit for approved job and/or career experience. Rather than abandoning their education for employment, some Coleman students have their academic potential validated through verifiable employment.

Coleman's internship program provides a very positive elective alternative for students who prove that they possess the maturity to be a good employee and, in the best scenario, develop skills with which to compete in the workplace after they graduate. Internship represents an important piece of an overall achievement strategy for some students.

CONCURRENT ENROLLMENT

Concurrent Enrollment is a partnership program with local colleges and universities where qualified junior and senior students can earn college credit. Tuition for two (2) classes per semester, starting the summer before their senior year, will be paid for seniors, for a total of 18 hours. The student will be responsible for all fees. A student participating in concurrent enrollment must be approved through the Counselor's and Principal's Office. After approval, the student will be required to have verification from the college of the course(s) taken prior to attending the college classes. For college admission requirements, see the school counselor.

Students are required to be in class the equivalent of seven (7) class periods. A student who drops a concurrently enrolled course will receive a failing grade on their transcript for the class. If a student fails to receive college credit a grade of "F" will be recorded on the high school transcript.

GRADES

Parents have access to their child's attendance and grades via the parent portal online. Parent access to the web based portal is provided as a convenience. Grades and other information provided by this system are not the official records and may or may not be accurate. To obtain official grades and student records, or to request correction of information on the system, please contact the school. Instructions for accessing the parent portal is located at the back of the handbook.

HONOR ROLL

Principal's Honor Roll

To qualify for the Principal's Honor Roll, students must meet the following criteria each semester:

- ✔ No grades lower than a "B";
- ✔ Must be on grade level.

Superintendent's Honor Roll

To qualify for the Superintendent's Honor Roll, students must meet the following criteria each semester:

- ✔ No grades lower than an ""A";
- ✔ Must be on grade level.

HONOR SOCIETIES

National Honor Society

Candidates eligible for election to the National Honor Society must be members of the junior or senior class. To be eligible for membership consideration, students must have a cumulative unweighted grade point average of 3.50, and met established standards of leadership, service, and character. Leadership is based on a student's participation in school activities. To meet the service requirements the student must actively participate in school and/or community service.

Four (4) hours of service to the community is required for election to the NHS. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Any student who has been convicted of a felony shall not be eligible for membership in this chapter.

OKLAHOMA HONOR SOCIETY

The purpose of the Oklahoma Honor Society is to promote high standards of scholarship among the students in the high schools of Oklahoma. Ten percent (10%) of the student body making the highest scholastic marks in school may be nominated. This society is available to all students in grades 7 through 12.

OKLAHOMA'S PROMISE (FORMERLY OH LAP)

For eligible families earning $55,000 a year or less, Oklahoma's Promise pays in—state tuition for colleges and select Career Tech courses. Students must enroll for Oklahoma's Promise in the 8th, 9th, or 10th grade. The program requires that students prepare for college while they are still in high school by taking certain high school courses and

maintaining good grades. Any student who is suspended for a drug or alcohol violation will not qualify for Oklahoma's Promise (OHLAP). For more information and class requirements see the School Counselor.

REPORT CARDS

Report cards are sent home at the end of each nine (9) weeks. One (1) Parent/Teacher conference is scheduled each semester. Dates for P/T conference can be found on the school website.

STANDARD GRADING SCALE:

A	B	C	D	F
100-90	89-80	79-70	69-60	59 & Below

Teachers will administer cumulative final examinations at the end of each semester. Semester tests are divided by even and odd hour classes.

A student that has not fulfilled work requirements for the grading period, he/she may be given an "Incomplete" rather than an "'F". The student has two (2) weeks after the end of the grading period to complete the assignments so that the work can be graded and change the "'I" to the corresponding grade. Failure to make up the work within a week will result in an "F".

STUDENT OF THE MONTH

To qualify for Student of the Month recognition, a student must demonstrate the following:

- Reach monthly goals
- Outstanding citizenship
- Zero discipline referral and exemplary behavior
- Zero unexcused tardiness
- Participation in school spirit events

Students who meet these qualifications are recognized in a monthly assembly.

HS/MS - 1 boy one girl each month
Pre-k 3 & 4 - 1 student each month
K & 1st - 1 Boy and 1 girl each month
2nd & 3rd - 1 boy and 1 girl each month
4th & 5th - 1 boy and 1 girl each month

VALEDICTORIAN & SALUTATORIAN

Coleman High School policies for selection are as follows:

1. A student must be enrolled the last three (3) semesters at Coleman High School to be eligible.
2. Students must meet all state and local requirements. They must have completed eighteen (18) units (or be scheduled for completion in the second semester for the 12th grade) in the 9th, 10th and 11th grades which make up the senior year of high school.
3. The Valedictorian is determined by the highest grade point average to the hundredth decimal.
4. The Salutatorian is determined by the second highest grade point average to the hundredth decimal.
5. In cases of ties, co-honors are awarded.
6. Honors are determined on the basis of seven (7) semesters of work.
7. College courses taken concurrently for high school credit are considered in the average. (Summer semester courses are exempted from the average.)

Note: This policy could be modified in special circumstances by the administration and the board of education.

Coleman 8"' Grade policy for selecting Valedictorian and Salutatorian will be as follows:

1. Have continuous enrollment at Coleman Public Schools for three (3) semesters prior to the graduation date.
2. The highest GPA will be awarded the honor of Valedictorian and the second highest GPA will be awarded the honor of Salutatorian.
3. GPA will be calculated using the first 3 semesters of the 7th and 8th grades. Ties will be figured the same as the above policy for Seniors.

Note: This policy could be modified in special circumstances by the administration and the board of education.

SCHOOL SERVICES

Gifted and Talented Programs

The Coleman Public School System values the potential contribution all students can make to society. It also realizes that each student has a right to an education that leads to his/her fullest intellectual growth. The system commits itself to identify those who possess exceptional intellectual and/or academic ability, to stimulate their intellectual growth, to promote their academic progress, and to facilitate their social adjustment. Please contact the school administrator for identification and placement procedures.

Guidance

Coleman School offers a guidance and counseling program. The purpose of the guidance program is to assist the individual in making appropriate adjustments and decisions, accepting the responsibility for choices they

make, and following a course of action in harmony with their choice. A student desiring to see the counselor should make an appointment.

Library
We believe the library should be a pleasant place for students to cultivate a love for reading and literature. We believe that all students should have access to the library for reading and for academic pursuits.

Pictures
Each year school pictures are ta ken shortly after the opening of school. All students must have pictures taken even though they do not plan to purchase them. This allows the school annual to be complete.

Special Services
The Coleman Public School District is committed to locating and serving children, ages 3 to 21 with disabilities in the areas of sensory, perceptual, motor, intellectual, emotional, communication, or health. Services are provided in accordance with procedures established by the Oklahoma State Department of Education and in compliance with the Individuals with Disabilities Education Act (IDEA) and other related legislative mandates.

Transportation
Transportation on Coleman School buses is a privilege and not a right. All buses used by the Coleman Public Schools meet State Department of Education requirements and operate in cooperation with their regulations. Safety is of primary importance. All students are urged to use care in loading and unloading. Always use the handrail and remain seated as long as the bus is in motion. All students are asked to follow all safety rules which are presented by the driver, school district, State Department of Education and State Transportation Division. All students should regard the bus as a classroom as far as conduct is concerned. Again, bus transportation is a privilege that the school district provides for its students. This privilege may be lost if the student is unwilling to comply with the rules and regulations set forth by the school. The bus driver is a school employee and has authority over the student during the time the student is being transported to and from school... Bus rules include:

- ✔ Be at the appointed bus stop on time. If you know you will not be riding the bus any day, notify your driver so he/she won't make an unnecessary trip or stop for you. The buses will leave at the

appropriate time from school. it is your responsibility to be at the bus after the bell rings.

- ✔ Use of tobacco in any form or use of profanity will not be tolerated on the bus at any time.
- ✔ No horseplay is allowed on the bus at any time.
- ✔ Students who go on the bus to an activity must return on the bus from the activity. When parents request that their child be released to them, the coach or faculty advisor may release the student.
- ✔ The bus is school property. The coach or faculty advisor accompanying a group is responsible for maintaining discipline as well as ensuring that damage to school property does not occur. Any damage done to school property will result in immediate discipline and/or restitution for any damaged or destroyed property.

GENERAL SCHOOL PROCEDURES

Activity Calendar

Individuals and organizations wishing to place activities on the school calendar must have prior approval from the Principal.

Assemblies

Assemblies provide Coleman students opportunities to demonstrate the courtesy, cooperation, and consideration that they have been taught at school and at home. There are always outside visitors at our assembly programs, and it is a credit to the student body when they are able to comment on the courtesy of the students toward speakers, performers, and visitors. Attendance at school assemblies is not optional. Students are expected to be in attendance unless excused by the Principal. Assembly rules are as follows:

- ✔ Applaud when appropriate;
- ✔ Do not shout or scream (unless requested);
- ✔ Be seated immediately upon arrival at the assembly area;
- ✔ Remain in your seats during the entire assembly;
- ✔ Remain seated until dismissed.

Cafeteria

Coleman Public Schools provide a cafeteria where the student may buy a well-balanced, hot breakfast and lunch at a minimum cost. The cafeteria is for the students' convenience and pleasure, and it can be most enjoyable if these rules of courtesy are observed:

A. The serving lines should be formed as students enter the serving area. Running or crowding in line or exchanging places in line is not in order.

B. ALL students and staff must enter their lunch number before receiving a tray.
C. Do not hold a place in line for your friends as this is not fair to those already there.
D. Observe rules of etiquette and order in the lines and at the tables as though you were in the dining room of your own home.
E. Having finished with lunch, return trays to the counter, placing silverware, trays, and paper in designated places. Students are given free or reduced lunch applications when they enroll and are requested to return these to the superintendent's office for approval.

Food Fundraisers will not be held during school hours according to USDA guidelines.

Cafeteria Behavior

In order that the cafeteria may be the clean, orderly place for students and faculty to enjoy their lunch, certain things must be observed:

- ✔ Practice good and proper lunchroom manners at all times.
- ✔ Put all paper in the trash can.
- ✔ Each class is responsible for leaving tables and floor clean.
- ✔ Stay in place while waiting in line. Running or crowding in line is never in order.
- ✔ Do not hold a place in line for friends. This is not fair to those students already in line.
- ✔ Observe the rules of etiquette and order in the lines and at the table.

Closed Campus

Coleman Public Schools maintains a closed campus. Once a student arrives at school they are not to leave campus without permission of the administration. To help insure each student's safety and welfare, students are to remain at school during the lunch period.

Dress Code

Good grooming promotes pride and good behavior and is very important part of the general training of young people. The training is a cooperative effort of the school, parents, and students. The following guidelines are to be utilized in the student's selection of school attire and are subject to the Principal's discretion:

1. **Skirts & Dresses**: The skirt or dress shall not be conspicuous or indecent. The skirt or dress must be no shorter than mid-thigh. Slits,

splits or other openings in the dress and skirt shall also be included and must meet the standard length.

2. **Shorts**: Length of shorts must be no shorter than mid-thigh. Shorts, which have splits on the sides, shall also be included and must meet the standard of length. Examples of shorts which are not acceptable for school wear include the following:
   a. Form fitting, stretch biker shorts or spandex type material.
   b. holes in the shorts above mid-thigh.
3. **Tops**: Any shirt, blouse or sweater shall be appropriate and may be worn with the following conditions:
4. All shoulder straps will have a minimum width or two (2) inches and clothing that exposes the back, torso, cleavage or undergarments are not appropriate and cannot be worn.
   a. Shirts and blouses must be properly buttoned and cannot expose the midriff.
   b. See-through shirts and blouses may not be worn.
5. **Pants:** Pants, jeans or slacks are acceptable.
   a. Form—fitting, stretch material may not be worn as a primary outer garment. Tights and leggings may be worn only under other garments that meet the provisions of the dress code.
   b. Sagging is not acceptable and pants will be worn at the waistline.
   c. Pants with holes above mid-thigh are not allowed.
   d. Pajama pants are not allowed except for special school activities.
6. **Shoes**: For safety and sanitation it is mandatory that shoes be worn at all times in school.
   a. Shoes with cleats, metal taps or that have embedded roller skates are not acceptable.
   b. Bedroom slippers/house shoes are not appropriate for school except for special school activities.
   c. Please note that students are required to wear tennis/athletic shoes in P.E. classes to reduce the possibility of injury. Street shoes are not allowed on the gym floor.
7. **Accessories**: Examples of accessories that are **not** acceptable include the following:
   a. Bandanas, kerchiefs, armbands, leg bands except on special school activities.
   b. Hat, caps, hoods (hoodies) or head coverings are not to be worn inside any building unless it is appropriate for a particular class, prescribed by a licensed physician, approved by the administration upon written request for a bona fide religious reason.

c. Symbols that may be regarded as gang, satanic or anarchy may not be worn.
d. Jewelry pertaining to drugs or drug use.
e. Sunglasses inside buildings
f. Studded collars or bracelets, dog collars, chains (excluding normal necklace), choke-chains, wallets chains or chains connecting on part of the body to the other cannot be worn.
g. Body piercings that disrupt or distract from the educational process cannot be worn.
h. Spacers, gages, plugs, cones or any similar items are not permitted.
i. Contact lenses that are disruptive or distract from the educational process are not acceptable

8. **Insignias, monograms or patche**s: Lettering of any type of patch, decal, insignia etc..., which is sexually suggestive, vulgar or refers to alcohol, tobacco, drugs or weapons are not appropriate or allowed.

Religious and Health Accommodations: if a legitimate religious belief or health need of a student conflicts with the dress code, reasonable accommodations shall be considered by the administration. A parent or legal guardian of a student's desiring accommodation on the basis of religious or health conditions shall notify the school principal in writing of the required requested accommodation and factual basis for the request before the student begins school.

Teachers who feel a student's dress may be inappropriate should send students to the Principal's Office. The decision of the Principal will be final. At the time the student is disciplined for violating the dress code, the student must correct the violation in order to attend class. The student may be allowed to change clothes at school, drive home for a change of clothes (with parental approval, but a chargeable absence), or have a change of clothes brought to the school. The normal disciplinary procedure for each infraction will be as follows:

1st Violation: The student will correct the violation and receive written warning. The student may not return to class until the violation is corrected. Parents will be contacted.

2nd and Subsequent Violations: The student will be assigned detention or ISD (In—School Suspension). The student may not return to class until the violation is corrected. Parents will be contacted.

Drills

At scheduled times throughout the school year fire, tornado, "'stay-put" and lockdown drills will be conducted. The fire drill will be three (3) short rings of the bell. Students will exit the building as instructed, during the fire drills. The tornado drill will be one (1) long bell ring. Students will proceed to their designated areas and follow procedures during tornado drills. The Lockdown drill will be two (2) long continuing rings. Teachers will lock the door and move students to a safe place. Each drill will also be announced on the phone's intercom system to alleviate any confusion.

Driving

Student Parking Regulations and Driving Policy

All students are to park in the school parking lot. ***Please note: Students will each be assigned a reserved parking place from the office! Each student should park in their office-assigned space.*** Upon arrival, students are to exit their vehicles. Sitting in parked cars is not allowed on school property. The cars will remain parked from the time school begins until school is dismissed, unless other arrangements are made with the Principal. The administration also requests that all stereo systems be turned down before entering the school zone.

During lunch and between classes, the parking lot is off limits. If a student has a legitimate reason for returning to his/her vehicle during school hours, he/she must be accompanied by a faculty member.

The school is not responsible for vandalism or other damage occurring on the school parking lot. PARK AT YOUR OWN RISK!

Students will park on the north side of gym by turning onto the street behind the gym. Please refrain from driving down the street between the school and the baseball field as this is where students will be unloading from the buses and cars. Also, a 20 mph speed limit is in force in school zones. Students must have a driver's license if they drive a vehicle to school. All vehicles must be registered with the Principal. ***Students will each be assigned a reserved parking place from the office! Each student should park in their office-assigned space.***

Violation of any of the above rules and/or laws will result in disciplinary action which may result in the suspension of a student's right to drive to school. Improperly parked cars or unauthorized vehicles may be towed at the owner's expense.

Drug Testing
In order to protect the health and safety of students participating in extracurricular activities and who drive to school and to educate and direct these students away from drug and alcohol use and abuse, the district has adopted a policy for testing for the use of illegal drugs, alcohol and performance enhancing drugs. All students who participate in any extracurricular activity and/or drive to school will be subject to random drug testing conducted by the school district. Students and parents may view the complete Policy on Student Alcohol and Drug Testing for Extracurricular Activities and Parking on School Property on our school website under Board Policies.

Drugs and Alcohol
In recognition of the school's obligation to our students and community, we stand ready to assist in dealing with drug and alcohol related problems. The faculty is obligated to inform the Principal when it is suspected that a student is either under the influence of drugs or alcohol, or in possession of drugs or alcohol. When this is reported to the Principal, both the Superintendent and the Parents will be notified of this report. When this report is made, the Principal will search the student, his locker, and personal property. Any student found possessing, using, or under the influence of drugs or alcohol, or possessing drug paraphernalia will be suspended for the current semester and possibly the next semester. The door of the Principal and Counselor is open to anyone wishing to seek help and every effort will be made to keep this information confidential.

Food and Beverages
Food, candy, and drinks are to be consumed in approved areas. High School: No food or drinks will be taken into classrooms except when approved by the Principal.

Hall Pass
Students are expected to remain in their class during instructional time. However, if a student has an emergency, their instructor may issue a hall

pass. Any student not in their class during instructional time without a hall pass will receive disciplinary action.

Lockers
Lockers are assigned to students at the beginning of the school year. These lockers are your responsibility. They are to be kept clean and neat. Books and school supplies should be kept in them. The school will not be responsible for any valuables which are stolen. A student will not be allowed to go to their lockers except at the designated passing time. Lockers maybe search at any time by school administrators and law enforcement.

Lost and Found
The Principal's Office maintains a lost and found as a convenience for those students who have misplaced any of their personal belongings. At the end of each quarter, any item left in the lost and found will be donated to a clothing facility.

Prom
Prom is for 9th through 12th grade Coleman students. As with other extracurricular activities, students shall maintain academic eligibility requirements. Guests cannot be over 20 years old and must be approved by the Principal before purchasing tickets. Exceptions are made for married students.

School Meals
The lunch room is located at the school site. Well balanced hot meals are served in the mornings and at lunch time. Homeroom teachers are responsible for elementary students getting to and from the cafeteria. Elementary teachers will be responsible for keeping up with the student's lunch. Coleman School District uses a meal accounting system in the school cafeteria. Each student is assigned a meal number. Lunch money is deposited in the student's account. Each time the student eats, the meal is deducted from his—her account. Prepayment is preferred.
Students may have reduced or free lunches if they qualify. Parents are required to fill out an application for students. Applications may be picked up at the elementary or high school office. It is highly recommended that ALL student families fill out the lunch application as it is beneficial to our school and students.

School Lunch Prices
Refer to the school website for current school lunch prices.

Student Accidents
Students involved in accidents or injured while at school are to inform the Principal's Office immediately.

Student Council
The Student Council was formed to give the student body, through its representatives, a voice in school affairs. There are many areas in which the Council is very effective in making for a better school. The projects they sponsor are for helping the faculty and administration to promote social, leadership, and character development for the student body. Students must meet current eligibility requirements to be eligible for council membership.

Telephone
A telephone will be available for student use during passing time for emergency calls only. Permission must be granted prior to each call.

Visitors
All visitors, including parents, to any of the school buildings are required to report to the office. For safety purposes, building access must be controlled. Outside visitors are not allowed. Students are not allowed to bring visitors with them to school. This rule also applies during the lunch period. Students may not visit with people driving down the street or parked across the street during school hours. Violations of this rule will result in disciplinary action. All visitors with legitimate reasons for being on campus must report to the Principal's Office.

STUDENT CONDUCT/DISCIPLINE

All members of the Coleman Public Schools can expect to be treated with respect and dignity. Students are expected to behave in a manner which fosters and deserves mutual respect and dignity. Behavior which may be detrimental or injurious to self or others cannot be tolerated. Although the State Law of Oklahoma places the school in “loco parentis” (in place of the parent), we believe that a well-disciplined school is the result of the cooperation between school and home. Parents, Teachers, and Administrators must make a concerted effort to foster the development of manners, self-control, and respect for authority in the children entrusted to or care. We encourage parents to become actively involved

in the discipline of their children. “Loco parentis” means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students, therefore, may look to the school personnel-for help and protection. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action. Teachers have authority over Coleman students at all times during the school day and at all school sponsored activities.

Appeal Procedure for Long-Term Suspension (MORE THAN FIVE (5) DAYS.)

In cases of long-term suspensions, the Principal shall immediately notify the parents/guardians by phone and/or in writing that the student has been suspended, the reason(s) for the suspension, and advise them of their right to a hearing with the Principal. At the hearing the Principal should explain the rule or regulation which the student is charged with having violated and should briefly outline the conduct on the part of the student, being certain the parent/guardian understands the violation and the reason for suspension. At the conclusion of the hearing, the Principal should state if the suspension is upheld or modified. in case of long-term suspension, if the parent/guardian feels the decision is not just, the parent/guardian has the right to appeal the decision by following the appeal procedure listed below. The appeal procedure is as follows:

1. The appeal will be initiated by the parent/guardian by contacting the Principal within five (5) days of the imposed suspension.
2. The Principal will set a time and place for the hearing and notify the parents.
3. The hearing will be closed to the public, and parent/guardian must be in attendance.
4. The hearing committee will consist of:
    a. The Superintendent of Schools, or his/her designated representative, who will chair the committee;
    b. A Building Administrator from a different building;
    c. Three (3) tenured classroom teachers (not involved in the incident).
5. Upon determining the guilt or innocence of the student the committee will sustain, rescind, or modify the action prescribed by the Principal.
6. The Parent/guardian has the right to appeal the decision of the hearing committee to the Board of Education. Such a request must be in writing to the Superintendent of the School.

7. The Superintendent shall schedule a timely hearing before the Board of Education and shall notify the parent/guardian in writing as to the time and place for the hearing.
8. The Board of Education, after providing the hearing, shall render a decision, and its decision shall be final.

Appeal Procedure for Short-Term Suspension (FEWER THAN FIVE (5) DAYS.)

In case of short—term suspension, if the parent/guardian feels the decision is not just, the parent/guardian has the right to appeal the decision by following the appeal procedure listed below. The student will attend ISS while the appeal is within the appeal process. The appeal procedure is as follows:

1. The appeal will be initiated by the parent/guardian by contacting the Principal with three (3) days of the imposed suspension.
2. The Principal will set a time and place for the hearing and notify the parents.
3. The hearing will be closed to the public, and parent/guardian must be in attendance.
4. The hearing committee will consist of:
   a. The Superintendent of School, or his/her designated representative, who will chair the committee;
   b. A Building Administrator from a different building;
   c. Three (3) tenured classroom teachers (not involved in the incident).
5. Upon determining the guilt or innocence of the student the committee will sustain, rescind, or modify the action prescribed by the Principal.
6. The decision of the hearing committee will be final.

Bullying

In an effort to establish a common understanding by all students of what is meant by the term "bullying," and to promote greater respect for each individual student, a common definition has been established and will be emphasized in the school system: The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence. **"Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of**

students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Electronic communication" means the communication of any written, verbal or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Other characteristics of bullying have been identified: it is aggressive or malicious, it is repeated and goes on for some time, and it occurs in an interpersonal relationship that is characterized by an imbalance in strength or power. Classroom and school-wide rules have been established to address the issue of bullying and students are expected to comply with these standards of behavior at all time. The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior can be found on the school website.

Cheating

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work, "Zeros" may be given to the student(s) involved. Teachers may allow provisions to make up or otherwise receive credit for work or tests in question. The teacher will notify the parent of the incident.

Classroom Behavior

When you enroll in classes you assume the following responsibilities/obligations:

- To be present and on time each day.
- To be in your seat before the last bell rings.
- To complete each assignment on time.
- To give all your attention in class to the Teacher and subject matter.
- To participate in all class activities.
- To be respectful and cooperative.

- To bring the necessary equipment to participate in class. (Books, paper, pencils, etc.)

Conduct in the Halls
Students must never run in the halls and must pass through the corridors quietly at all times. For obvious reasons students are not to sit on the floor in the hallways.

Contagious Disease/Head Lice
Any child afflicted with a contagious disease or head lice is prohibited from attending a public, private, or parochial school until such time as he is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may re-enter school, certification from a health professional as defined by Section 2601 of Title 62 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice. (701210.194)

Nit Free Head Lice Policy: Any child found to have nits (lice eggs) will be sent home and will not be allowed to return to school until all nits (eggs) are removed from the hair as checked by the health department or physician with written consent to return to school.
Blankets and other bedding items will not be permitted at school, except for Pre-k students.

Dangerous Weapons
It shall be unlawful for any student to handle, transmit, carry upon his/her person, or in his/her portfolio or purse, any pistol, revolver, dagger, bowie knife, spring—type knife, sword cane, knife with a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, hand chain, metal knuckles, glass container, or any other offensive weapon, instrument or object deliberately used to inflict harm on another person or used to intimidate. Also included in this category are knives of any kind, chains (any not used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length), metal or otherwise, (not being used for the purpose for which it was intended), razor blades, or similar kinds of instruments, ice picks, dirks, or other

pointed instruments, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas, guns, or electric weapons or devices (stun guns). This definition includes toy guns, cap guns, BB guns, air
soft guns, and pellet guns.

Destruction of School Property

The cost of repairing or replacing school property damage as a result of neglect or misuse will be charged to the student and his parents. Vandalism or destruction of electronic equipment, including hardware, software, or data is a serious offense and will be dealt with accordingly. Willful damage or destruction of school property will bring disciplinary action from the Administration. The student will also be charged for the damage.

Detention Procedures

After School Detention

Students whose behavior has been determined to be inappropriate to the school setting, which could include extra-curricular activities, will be assigned after school detention.

All detentions must be served within the time frame assigned by the Administrator.

1. Any detention that has not been served within the time allowed by the Administrator will result in extra detention.

Discipline Policy

All students enrolled in the Coleman Public Schools will be expected to abide by the rules and regulations set forth by the Administration, Teachers, and Board of Education while in attendance at school, school sponsored activities, or being transported to or from school or school sponsored activities. Any student who is found to be disobeying the rules, showing disrespect for any teacher or other school personnel, or damaging any school property will be subject to disciplinary action. The disciplinary action to be taken will depend upon the severity of the violation and/or the number of times the student has broken the regulations. Further, students may be subject to disciplinary action for conduct occurring away from school which is determined to be detrimental to the welfare of the students or the good order and efficiency of such student's school. Any demonstrated continuing course of conduct or singular offense committed by a student, whether or not the same would constitute a crime if committed by an adult, may qualify for disciplinary action if determined to have the required detrimental effect. Students who are considered to be a danger to others will be removed from the school setting.

Display of Affection

No public display of affection, such as arms around each other and kissing, will be allowed at school or during school activities. The school will insist that all couples conduct themselves at all times at school in such a manner that attention of others is not attracted to their behavior. Offending students will have their attention called to the matter, and appropriate disciplinary action will be taken.

Fighting

Fighting is defined as mutual participation in an altercation. Fighting is an action that will not be tolerated in a school society. Both participants in a fight will be dealt with in a manner appropriate for the situation. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should contact a Counselor or School Administrator.

Firearms or Destructive Devices

Under Federal law, any student who brings a firearm to school will be suspended for at least a calendar year, except the Superintendent and/or the School Board may modify the length of the suspension on a case—by-case basis.

Hazardous Items

Hazardous items including, but not limited to, ammunition, matches, lighters, knives, laser pointers, or fireworks are not permitted. School officials shall have the authority to detain and authorize the search of any pupil on any school premises or activity or while in transit. Such items will be confiscated and disposed of appropriately. Disciplinary measures will be taken as necessary.

Lying

Lying is defined as untruthful, dishonest, falsifying, misrepresenting, and fabricating. Lying is strongly discouraged and will result in disciplinary action.

Methods of Discipline

1. Conference with the parent
2. Conference with the Principal
3. Contact with the parent
4. After school detention

5. In School Detention (ISD)
6. Short term out of school suspension
7. Long term out of school suspension
8. Corporal Punishment

Corporal Punishment
Parents may sign a waiver to opt out of their child receiving corporal punishment. If you choose to **not** have your child receive corporal punishment, you must be aware that alternative measures will be administered.

a. 1st offense: 1 day community service or 1 day ISS.
b. 2nd offense: 2 days ISD
c. 3rd and subsequent offenses: 3 day **Suspension.** Students can do work for credit if done on time, BUT absences count toward total absences for the semester.

REMINDER: 10 or more absences per semester will result in student not receiving credit.

MISCONDUCT

Abusive or Vile Language
The use of profane, abusive or vile language will not be permitted. Disrespect or insubordination toward Teachers, Staff, or Administrators will not be tolerated. Principals shall determine punishment for violations. Punishment will be in accordance with the established discipline policy.

Personal Music/Video Electronic Devices
Noise-producing devices can disrupt the learning climate. They are not to be used or worn during school hours. Students may use personal sized radios, phones, IPods, MP3 players, etc. with individual headphones before school, during lunch, and after school only. Such use may not be disruptive. Radios, IPods, MP3 players and other noise-producing devices that are used for non-instructional purposes will be confiscated. The device will be turned over to and Administrator and the student will be referred for disciplinary action. All liability is the responsibility of the owner.

Projectiles
Throwing or shooting with rubber bands or other instruments, rocks, or other projectiles on school property is expressly forbidden.

Safety and Welfare of Others

Students have the responsibility to report the presence of weapons, threat of violence against the school or individuals, and threat of suicide. These reports must be made in a timely manner to any trusted school employee. Every effort will be made to respond to these threats while keeping the confidence of the reporting student. Students must recognize the importance of helping insure the safety and welfare of others. In order to maintain a safe environment, security cameras are in use in our school buildings.

Searches

School officials have the authority to detain and authorize a proper search of any pupil for reasonable suspicion. Student lockers are considered the property of the school and can be searched at any time with reasonable suspicion. School personnel shall have access to school lockers, desks, and other school property in order to supervise the welfare of the students. The lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for the search. Vehicles parked on school property are subject to search. in conducting searches, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student's vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student's parent or guardian refuses to unlock the vehicle, the District will contact appropriate law enforcement personnel to respond to the issue. At this point, the student has forfeited the privilege of driving/parking on any school property at any time for the remainder of the school year.

Standards of Conduct

All students enrolled in the Coleman Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education, while in attendance at school, school sponsored activities, or being transported to or from school or school sponsored events. Parents and students are expected to familiarize themselves with discipline policies in the student handbook. It is recommended that students and parents go over the entire handbook together.

Sexual Harassment

Sexual harassment is a form of discrimination that violates the law. All students at Coleman Public Schools have the right to attend school in an environment that is free of intimidation based on gender and unwelcome sexual advances.
Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or verbal, physical or other sexually offensive conduct made by anyone on district property or at a district sponsored event.

Examples of acts of sexual harassment which shall not be tolerated include, but are not limited to:

1. Written: Sexually suggestive or obscene letters, notes, invitations, graffiti
2. Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, "teasing", "kidding", double meanings, demeaning comments about a person of a particular sex, or solicitation of sexual favors or attention.
3. Physical: Unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against an individual's body, pulling at clothing, blocking one's passage.
4. Visual: Sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters.

Procedures:

1. A student who feels comfortable doing so should directly inform the harasser that such conduct is unwelcome and must stop.
2. A student or parent of the student being harassed shall bring a complaint to the Principal or Counselor.
3. The complaint will be investigated and, at the end of the investigation, disciplinary action will be taken against the harasser if the complaint is substantiated. Both parties will be notified of the results of the investigation.

Student Initiation - Hazing

All students have the right to attend Coleman Public Schools without the threat of personally degrading and/or potentially dangerous initiation "pranks" or hazing. Consequently, the "initiation" or hazing of one student by another student or group of students will in no way be tolerated.

Threats/Threatening Remarks

All students have the right to attend school without the fear and concern generated by threats or threatening remarks. Threats made against individuals or against the school in general will not be tolerated.

Toys and Skateboards
In order to maintain an educationally sound environment, students are not to bring any items that can cause a distraction from the learning environment. Skateboards, trading cards, and toys of any kind are not to be brought to school unless prior administrative authorization is given.

Unauthorized items of this nature will be confiscated and kept in the office and might not be returned until the end of the school year, depending upon the situation.

Use or Possession of Tobacco
Use and/or possession of tobacco products, in any form, by students of Coleman Public School is prohibited when pupils are under the supervision of the school staff, while on a school campus during a school day, while participating in a school activity, while in transit by school transportation, or at any school function authorized by the school district. Violations of the tobacco policy will result in disciplinary measures being taken. **This policy also includes E-Cigarettes and Vapor Cigarettes.**

Wireless Telecommunication Devices

Oklahoma legislators passed SB139 in 2025, making all Oklahoma public schools "cell phone-free" zones. Now, HB1276 makes this law permanent for all students. **It specifically prohibits the use of students' personal cell phones and other personal electronic devices during the school day, while on a school campus.**

- **Non—Compliance**. The following will occur when a student is not in compliance with the guidelines:
  1st Offense: The cell phone will be confiscated, and 1 detention will be assigned. The cell phone will be returned to the student after they have served detention.
  2nd and Subsequent Offenses: The cell phone will be confiscated and detentions/suspensions will be assigned and duration determined by the Administration. The cell phone will be returned to the parent after serving assigned detention/suspension.

*__THERE WILL BE NO EXCEPTIONS TO THIS POLICY__.

Students who refuse to give their cell phones to staff members when directed to do so or who remove the sim card or bring an alternate phone will be suspended.

We realize that having to pick up a student's phone may be inconvenient and therefore we recommend that parents discuss this policy with your student in order to avoid this problem.

Under no circumstances should cell phones and other electronic devices be used to take pictures of any student or school facility. This is especially important because of privacy issues related to the Family Educational Rights and Privacy Act (FERPA), the federal law that protects student privacy. Confiscated cell phones that have the capacity to take photographs will have photos reviewed in the presence of the student prior to being claimed by a parent/guardian to ensure that no photos were taken during the school day that violate FERPA laws or school rules. Students will be required to delete school-related photos that were not taken at an event open to the public. Additionally, police will be contacted if an Administrator has reason to believe that a photo might be a violation of law.

DISCIPLINARY GUIDELINES
STUDENT RIGHTS AND RESPONSIBILITIES

These are summary statements of these policies. Full text of these policies with any accompanying grievance procedures is available in the Superintendent's Office.

Disability Accommodations

Coleman Public Schools will accommodate patrons and students with disabilities, in compliance with the Americans with Disabilities Act.

Dispensing of Medication

The Board of Education adopts this policy pursuant to the provisions of 70 0.5. 1984, Sec. 1—116.2. Under this statute an Administrator or designated school employee is not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to act or omissions constituting gross, willful or wanton negligence.

If a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the Principal, or the Principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
   a. student's name
   b. name and strength of medication
   c. dosage and directions for administration
   d. name of physician or dentist
   e. date and name of pharmacy, and whether the child has asthma or other disability which may require immediate dispensation of medication.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
   a. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
   b. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
   c. Permission for the self-administration as asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
   d. A student who is permitted to self-administer asthma or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
   e. Definitions
   Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis

medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.

Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

1. Inform appropriate school personnel of the medication being administered
2. Keep an accurate record of the administration of the medication
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order
4. Return unused prescription to the parent or guardian only.

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

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

Drug Free Schools and Communities Act

The staff of the Coleman Public School System is concerned about a student's total development and the availability of illicit drugs and alcohol in American society today. It is the responsibility of the Coleman Public School System to inform students and parents that the possession or use of illicit drugs and /or alcohol, including tobacco, is wrong and harmful. The possession or use of illicit drugs and/or alcohol on school premises or as a part of any school activity is prohibited and will result in disciplinary action being taken. Please see Discipline Section of the Student Handbook for information regarding student discipline. Should information over drug and alcohol counseling, or rehabilitation and reentry programs be needed, please contact the School Counselor or Principal. Compliance with this requirement is mandatory under federal and local regulation.

Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to
2. the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate and misleading.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an Administrator, Supervisor, Instructor, or Support Staff Member; a person serving on the Board of Education, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. According to the No Child Left Behind Act of 2001, and the National Defense Authorization Act for Fiscal Year 2002, requests for secondary students' names, addresses, and telephone numbers will be provided to military recruiters unless a parent or eligible students opts out of providing such information. Enrollment packets include written documentation of the choice made by parents or eligible students regarding release of personally identifiable information.

WEB-SITE INFORMATION

INSTRUCTIONS TO ACCESS GRADES and SCHOOL EMAIL:
In order to access the online parent portal to view your student attendance and grades, you will first need to obtain a ‘“username” and “password” for each of your children from the school office. Once you receive that information go to: www.coleman.k12.ok.us
Then: select the "gradebook” link on the right side of the homepage
Then: enter your ‘“username” and “password”

INSTRUCTIONS TO ACCESS Oklahoma Academic Standards (OAS):
You may access the state standards at the OSDE’s website: www.sde.ok.gov OR you may go to www.coleman.k12.ok.us and Select “'OAS” from the right side of the homepage.