

CMS 2023 - 2024 - HANDBOOK



Our Mission

*At Cleveland Middle School we strive to empower students as they build the bridge between their early learning and a focused plan for their future. While at CMS students will learn to **think** critically, **develop** academic excellence, **explore** new opportunities and **serve** the community around them.*



NON-DISCRIMINATION STATEMENT

Cleveland Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the Cleveland Public Schools' nondiscrimination policies. <http://www.clevelandtigers.com/legal/>

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**CLEVELAND MIDDLE SCHOOL
2023-2024**

HOME OF THE TIGERS

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WELCOME

Greetings and welcome to Cleveland Middle School. We especially want to welcome students new to Cleveland Middle School. We hope you have a very happy and successful year.

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TITLE IX

ASBESTOS:

Notification of Rights under FERPA for Elementary and Secondary Schools

INTERNET ACCEPTABLE USE POLICY

The following forms are available in the Administrator Forms Appendix

A CODE OF CONDUCT

We, the students of Cleveland Middle School, desiring to promote better citizenship and to obtain the most from our educational opportunity do hereby subscribe to the following standards of behavior.

1. We will respect the rights and dignity of all regardless of race or creed.
2. We will honor the suggestions and decisions of parents, elders, and those in authority and act in such a manner as to warrant the respect of others.
3. We will realize that good sportsmanship is essential at all times.
4. We will show respect for public and private property.
5. We will always conduct ourselves as ladies and gentlemen so as to be a credit to our family, our school and ourselves.

RULES TO GOVERN THE CONDUCT OF CLEVELAND MIDDLE SCHOOL STUDENTS

1. Have regular and prompt attendance.
2. Be neat and clean in person and dress.
3. Bring textbooks, pencil, paper, and other required materials to class.
4. Be courteous and respectful to fellow students and all school employees.
5. Demonstrate an interest in school and a willingness to actively participate in in-class activities.

GENERAL RULES AND REGULATIONS

STUDENT ARRIVAL TIME

Students should plan not to arrive at school until 7:45 a.m. Teachers are scheduled to arrive twenty minutes before the start of school. Students may make arrangements with individual teachers about make-up work and/or special help during this period or after school if they wish or need to do so. Such arrangements should be made in advance.

Students will not be admitted to the building until proper supervision can be provided.

Each student is charged with the responsibility of catching his own bus at the scheduled time and place. Any changes in bus schedules will be announced to the students well in advance of the change. Students who ride the bus to school and then do not attend (skip) school will be reported and bus privileges questioned.

Bus drivers are in complete charge of all students when entering the bus, while on the bus, and when leaving the bus. In discipline cases where the safety of the bus students are concerned, the bus driver is in total control, and may, if the situation requires, not allow student permission to ride the bus. This is done with the approval of the principal.

Any bus referral for the entire year:

1st referral – 2 days of lunch detention.

2nd referral – 2 days of in-house detention.

3rd referral – The student will be suspended from the bus for 5 school days.

4th referral – The student will be suspended from the bus for 10 school days.

5th referral – The student will be suspended from the bus for the rest of the school year.

Please read carefully your bus riding agreement. Have your parents sign and return the form to your bus driver. The same suspension policy for school violations will exist for bus violations. Permission slips to ride a bus other than your regular bus with another

student: These slips must be filled out prior to the day the requesting student rides the bus and signed by the parent. NO EXCEPTIONS. This permission slip may be obtained from the school office.

Each bus referral will be handled case-by-case. Depending on the reason for the referral the assistant principal reserves the right to determine the proper consequence for the action of the student. Therefore, if the reason warrants, the student could be suspended from the bus sooner. **Riding the bus is a privilege that each student receives and can be removed if the student does not behave properly.**

LIBRARY REGULATIONS

Students may have up to 4 items from the library checked out at any one time, provided they are in good standing (no lost or damaged books, etc.) with the library. Books are checked out for a period of two (2) weeks. It is important that students do not lend books or other library materials that they have borrowed to other students. Students are responsible for all materials that they borrow and must pay for all materials that are lost or damaged.

Students must obtain passes from their teachers before coming to the library before school, at noon, or during class time. Students should inform the librarian when they enter the library and when they are ready to leave.

The library will open fifteen (15) minutes before school starts, and remain open fifteen (15) minutes after school ends. If the librarian is not in the library, the library is considered closed and students may not use the library and must return to their classrooms. No materials are to be taken from the library without permission from the librarian. If this schedule isn't convenient, special arrangements may be made. All students are encouraged to use the library to its maximum.

LOCKERS

Each student will be issued a private locker for the safekeeping of his/her personal belongings. Keep your things in your locker. If you do not tell your locker combination to other students then your belongings will be reasonably safe. Do not bring large amounts of money, electronic devices such as radios, game boys, cd players, etc., expensive jewelry, or other valuable articles to school. Do not leave things in classrooms. Keep your things with you or in your locker at all times. Each student should have a padlock or combination lock, combinations and extra keys should be turned in to the office. If students do not put a lock on their lockers, the school will not be responsible for theft or damage to items. Locks may be rented from the Middle School Office for \$2.00 per year. These locks must be returned to the office at the end of the year. Lost and non-returned locks must be purchased at a replacement cost of \$4.00.

Students enrolled in athletic classes will have a locker issued to them. Locks may be rented from the Middle School Office for \$2.00 per year. These locks must be returned to the office at the end of the year. Lost and non-returned locks must be purchased at a replacement cost of \$4.00.

Gym bags, backpacks, purses etc. will not be allowed in the classrooms. Students may bring them to school, but they must stay in the student's lockers during the school day. Trapper Keeper or similar type binders must be small enough to fit under the student desk.

The school does not assume any responsibility for lost or otherwise misplaced articles, whether placed in a locker or not.

STUDENT LUNCH CARD/LIBRARY CARD

In the first few weeks of the school year, Middle School students will be given a student lunch card/library card. This card will be used for checking out library books and as their lunch card. Students that do not have their card go through the lunch line after students that do have their card.

If a student loses their card, the first replacement will be free. However, if lost a second time they are responsible for a replacement fee of \$2.00.

CAFETERIA

Lunch Program

It is the desire of the Cleveland School District to provide meals to all students. The district will not discriminate against any child because of inability to pay the price of a meal.

The following guidelines are used to assist the Food Service Department:

- Students receiving food or beverage substitutions must have a written prescription from a licensed physician.
- Students will never be denied access to any meal as a result of a disciplinary action. Students who have exceeded the charge allotment and have no alternative to eat will be given a sandwich, fruit and a container of milk. All students are **limited** to three (3) charges.
- **No charging will be allowed during the last three (3) weeks of school.**
- Each student's I'D number will be his or her lunch account number. Parents, legal guardians, or students may credit their accounts in any amount. Internet accessibility is available to credit or retrieve information on lunch accounts in Infinite campus Parent portal or Make checks payable to the Child Nutrition Lunch Program.

Meal Prices

Elementary Breakfast \$1.50 Elementary Lunch \$2.50 Reduced Price \$0.30 Breakfast
Adult Breakfast \$1.75 Lunch \$3.50 \$0.40 Lunch

Middle and High school Price Reduced Price \$0.30 Breakfast
Breakfast \$1.75 Lunch \$2.75 \$0.40 Lunch
Adult Breakfast \$1.75 Lunch \$3.50 Extra Milk/Juice \$0.55

Students and adults purchasing a second meal will pay full price.

Guest meal prices Breakfast \$ 2.25 Lunch \$ 4.75

Free and Reduced application

Forms are available in the cafeteria, counselors office and Administration office.
One application per household.

CLOSED CAMPUS

The Campus at the Middle School is closed. Students may not leave school unless checked out by a parent, guardian, or designee. If a student wishes to go home to eat, his/her parents must come in and sign a lunch permit. The student must live in town and cannot be late in coming back from lunch. If students return to school late, they will not be allowed to leave campus for lunch again. Students walking home for lunch may not take other students with them.

No students may drive an automobile to school. Motorcycles will be permitted under special circumstances, determined by the administration.

HALL AND CLASS PASSES

Hall permits are required of all students who are permitted to leave the classroom during the course of the day. It is the responsibility of the student to secure a hall permit.

Leaving class during the class period should happen only in critical circumstances involving emergency bathroom needs, or illness. Being in the hallway unsupervised could be an unsafe situation if an emergency were to occur.

HALL AND LUNCHROOM CONDUCT

Loud talking, whistling, horseplay, or rapid movements in the halls and/or lunchroom are disruptive and potentially unsafe. Students will be expected to conduct themselves in an orderly manner, keeping their hands and feet to themselves.

DANCE RULES

Dances and other after school hour's activities are open only to Cleveland Middle School students. Once a student leaves the building, he/she will not be readmitted to the activity. All school rules remain in effect.

The privilege of attending dances may be denied to students who have poor conduct or discipline referrals. This will be determined by the administration as to the number of referrals a student can have and still be eligible to attend a dance; this may change with each dance.

FIRE AND TORNADO ALARM

Please read and be familiar with fire and tornado plans posted in each classroom and on each bulletin board in the halls.

SCHOOL BUILDING AND GROUNDS

Trash containers are provided at various places on the school grounds. Please use the trash containers. Keep the grounds clean. In all rooms and hallways in the school building, trash containers are provided for waste paper and trash. Do not throw things on the floor. It is expected that you are neat in all school areas. Proper habits of cleanliness in the restrooms are expected of all students at all times.

ACCIDENTS TO STUDENTS AT SCHOOL

It is required that students report all accidents as soon as they occur to the nearest teacher and to the school office. If an accident occurs needing a doctor's attention, parents will be notified immediately. Parent's permission is needed before a student can be treated; therefore we need more than one telephone number since some parents cannot be reached easily. In case of an accident, the school will do its best to follow the desires of the parent/guardian as indicated on the form. In the event the emergency form is not filed, the school will act as the situation indicates. The school again suggests that you consider the student insurance plan and its advantages in case of an accident.

Cleveland Public Schools assumes no financial responsibility for the medical cost of an accident occurring to a student at school, participating in a sport, or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

STUDENT ASSEMBLIES INCLUDING PEP RALLIES

At various times throughout the year, Cleveland Middle School students are called to assemblies, which are held in the school gym or cafeteria. Some of these assemblies are times for having fun and others are more serious in nature. When assemblies are of a serious nature your full cooperation is expected. No talking, whispering, or noise-making of any nature is allowed. Booing or loud remarks are considered in poor taste. Violation of these rules will mean that you will not be allowed to attend other assemblies. Also, no gum chewing is allowed.

The privilege of attending assemblies may be denied to students who have repeated poor conduct in assemblies.

ACADEMIC GUIDELINES

STUDENT HOMEWORK

Class periods in Cleveland Middle School are approximately 50 minutes in length. Some of this time (15 to 20 minutes) is frequently used for supervised study within individual rooms. This program of supervised study will lessen, but not eliminate homework. It is not our desire to eliminate homework entirely, but rather to be certain that students have an opportunity to study some at school under the supervision of subject-matter teachers.

Homework assignments are made by classroom teachers as the need indicates. Homework, when assigned, is a student's obligation and becomes a part of the determination of the student's progress.

Incomplete Work.

Students that have incomplete work may be assigned lunch detention by the teacher up to three (3) consecutive days to complete work. If work is not completed, the teacher may turn in a referral and after school detention or In-School Detention (ISD) may be assigned.

MAKE-UP WORK POLICY

All classwork missed during an absence may be made up. It is the student's responsibility to check with the teacher for make-up work. Students are given the number of days they missed plus one extra day to make up work for an absence. If a student fails to make up work for an absence, a zero or incomplete may be recorded for the assignments missed. Work received after the due date may result in the student not receiving full credit. Work assigned before the absence will be due the day the student returns to school.

Work will not be sent home unless the student has missed more than 3 days. Work that has been sent to the office due to absence or suspension will be due when the number of days missed plus one upon returning. If it is not turned in then, a zero or incomplete may be recorded for those assignments. Work received after the due date may result in the student not receiving full credit. It is the responsibility of the parent/guardian to see that the work is picked up at the school for the student.

Students participating in school-sponsored activities are not recorded as absences from school; however, they will be required to make up any work missed. Students are encouraged to get work from teachers before participating in activities.

EMAILS AND SCHOOL COMPUTERS

There is no guarantee of privacy when sending or receiving emails. All emails are subject to the open records act.

Students are required to sign an internet agreement, and have written parental permission to use the internet at school; these agreements are available in the school library and regulated by the school librarian.

STUDY HABITS

Good study habits are essential for good grades. Students should set aside a certain amount of time at the same hour each evening for studying.

PARENTAL INVOLVEMENT

Parents/Families are invited to consult with the teacher and/or principal of the school at any time concerning a student's work or any other phase of the school program. When visiting a teacher all parents must check in through the office before seeing the teacher.

Parents/Families are encouraged not to send family/personal messages to their students during school hours. When it is necessary to get a message to their students, families should send the request to the office via phone call early in the school day. Messages for students should not be made after 3:00 pm unless it is an emergency.

TEXTBOOKS, Chromebooks, AND SUPPLIES

Textbooks are loaned to the student by the State of Oklahoma, and their use and care are subject to the rules and care of any state-owned property.

When a book is loaned to the student, the condition of the book (excellent, good, poor) is noted by the teacher. When books are returned, their condition is again noted by the teacher. If only normal wear is evident, the use of books is free. If there is damage other than normal wear, the teacher will recommend the assessment of replacement cost for abnormal use of the book.

In case of lost books or books damaged to the extent that they cannot be reissued, the value of the book will be determined by the school and that amount must be paid before another book will be issued. If the original book is found and returned to the office by the loser, a refund will be made.

CLASS SCHEDULE AND GRADING OF STUDENTS

Students are scheduled in their classes by the school authorities after fully checking the student's permanent record and past school performances. In general, schedule changes are not permitted once an assignment has been decided upon. The welfare of the student is the first consideration in the event a change is requested.

The grading system used in Middle School is as follows:

A - excellent	F- failure
B - good, average	I - incomplete
C - average	W- withdrew
D - below average	
Grade of A.....	90-100
Grade of B.....	80-89
Grade of C.....	70-79
Grade of D.....	60-69
Grade of F.....	59 and below

Students must pass at least (6) of their (8) core subjects to be promoted to the next grade.

Sixth or Seventh-grade students who fail any required core subject may be required to repeat that subject the following year and forfeit 1 or more of their electives. Final decisions regarding retention or promotion will be made by the school officials.

HONOR ROLLS AND HONOR SOCIETIES

Those students making all A's and B's will be recognized as members of the Principal's Honor Roll. Those students making all A's will be recognized as making the Superintendent's Honor Roll.

Oklahoma Honor Society membership is based upon the top ten percent of the Middle School enrollment.

GIFTED QUALIFICATION POLICY reference Cleveland Public School Policy, Section 10.

Page 59. <http://www.clevelandtigers.com/policy-and-procedures/>

Students must meet the following criteria.

1. Referral, professional, peer, self, parent
Measures of achievement
Measures of performance; and
Scales, inventories, checklist

PROMOTION IN MIDDLE SCHOOL

Students must pass at least six (6) of their eight (8) core classes to be promoted. Students who do not fulfill the requirement of passing 6 of 8 core classes through the year may be required to repeat that grade or the classes failed. Students may appeal accordingly to the following process.

Appeal Process

1. Any parent may request reconsideration of retention or a decision to not pass a student in a course by taking the following steps:
 - First Level of Appeal:** The parent may request a review of the initial decision by letter to the building principal. If no request is received within five(5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final and unappealable.
 - Second Level of Appeal:** The parent may request a review of the principal's decision by letter to the Superintendent of Schools. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and unappealable.
 - Final Level of Appeal:** The parent may request a review of the Superintendent of School's decision by letter to the Superintendent of Schools or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the Superintendent of Schools written notification of his or her decision, the Superintendent of Schools's decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and unappealable.
2. If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become part of the student's permanent record.

MOMENT OF SILENCE

We shall observe a moment of silence each day for the purpose of allowing each student to meditate, pray or engage in any other silent activity that does not interfere with, distract or impede other students in the exercise of their choice. This is in accordance with the Cleveland Public School Board of Education section 10, page 50.

<http://www.clevelandtigers.com/policy-and-procedures/>

RULES AND REGULATIONS CONCERNING

EXTRA-CURRICULAR ACTIVITIES

STUDENT COUNCIL ELIGIBILITY

1. Student Council officers must have a 2.75-grade point average from the preceding grading period and maintain a 2.5-grade point average.
2. Student Council representatives must have a 2.75-grade point average from the preceding grade period and maintain a 2.5 point average.
3. Additional general rules and Student Council Constitution shall be on file in the office of the Superintendent and the offices of the Principals of the Middle School and High School.
4. The grade point average will be based on this year's first semester through the 2 progress report in the 2nd semester..

CHEERLEADER'S ELIGIBILITY

Qualifications for cheerleader candidates: To be eligible to participate in Cleveland School's cheerleading clinic and tryouts, students must meet the following three qualifications:

1. **Citizenship:** Students must maintain a good citizenship record for the current school year. They must abstain from the use of illegal drugs, alcoholic beverages, tobacco, substance abuse, and any type of immoral behavior. (Note: Students under disciplinary action for any type of flagrant misconduct are automatically disqualified from participating in the cheerleading clinic and tryouts.)
2. **Grades:** To be eligible to try out for cheerleader, a student must have a 2.75-grade point average (GPA) at the time of application. A grade point average of 2.50 must be maintained during the season. (The GPA will be based on this year's 1st, 2nd, and 3rd quarter grades.)
3. **Attendance:** Students must be maintaining an attendance record of at least 90% daily attendance for the current the school year, to date.

All students wishing to try out for cheerleader will be furnished a written copy of:

- 1) Cheerleading clinic and tryout regulations
- 2) Cheerleading selection process
- 3) Cheerleader rules and regulations
- 4) Dismissal of cheerleaders

All students will be required to return the assigned parental permission form before participating in the cheerleader selection process.

ATHLETIC ELIGIBILITY

OKLAHOMA ASSOCIATION ACTIVITIES Eligibility Standards

Section 1. Semester Grades

- a. A student must have received a passing grade in any four subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for middle school students.)
- b. If a student does not meet the minimum scholastic standards he/she will not be eligible to participate during the six weeks of the next semester they attend
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six-week period.

Section 2. Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his probationary one-week period he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must achieve the minimum scholastic standards in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

CMS ATHLETIC ELIGIBILITY POLICY

1. All students enrolled in athletics are required to show up at school each morning at 7:30 even if the student is in the off-season. Failure to show up at this time may result in removal from athletics. (We recognize that some students must ride the bus as their only means of transportation to school. However, the student/athlete be advised that valuable practice time will be missed. Therefore, if a student/athlete must ride the bus, they must go straight to athletics from the bus so they may receive an optimal chance of playing time.
2. Failure to dress out 3 days during a sport may result in removal from that sport into the off-season. If the problem of not suiting out persists, the student may be removed from athletics at the nearest grading period (quarter or semester), with admininished grade.
- 3.. Any student ineligible for 3 consecutive weeks may be removed from that sport and placed in the off-season for the remainder of the grading period. If the student is failing at the end of the grading period, they may be removed from athletics and placed in the failing subject for the remainder of the semester. Academic eligibility must be regained before a student can enroll back in athletics the following semester or school year. **Parents will be notified through the coach and administrator/counselor when a student is habitually ineligible.**
4. Any student that quits a sport will receive an F during that grading period. Students will be allowed to switch from one CMS sport to another without being penalized. CMS athletes are not permitted to practice with any high school sport until all of our sports are completed at the Middle School.

ATHLETIC POLICIES

We are excited that your child has chosen to participate in athletics this year at Cleveland Middle School. We are looking forward to working with your child throughout this school year. . If you have any concerns or questions regarding your child's progress in athletics we will be more than happy to talk with you at school during regular school hours. Parent and coach conferences will not take place on the playing field during or after a game. If you need to talk to a coach, a conference must be set up through the school office. If a coach is confronted by a parent during or after a game, the student may be removed from athletics for the remainder of the school year. If you have any questions regarding any of the above, please call the Athletic Director, Principal or the Assistant Principal at the middle school.

The use of cellphones during athletics is not allowed. Students must lock their phones in their lockers before practice begins at 7:30am and not have them out again until after school.

ACTIVITY ABSENCES

The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes that student from the classroom, shall be ten for any one-class period per semester. Excluded from this number will be State and National levels of school-sponsored contests. State and National contests are those for which a student must earn the right to compete.

1. Music lessons by certified teachers (during a music or activity period).
2. Field trips related to classroom activities.
3. Science fair trips.
4. Academic contests.
5. Career days.
6. College visitation days.
7. Serving as a page for the State Legislature.
8. Activities held on campus and sanctioned by the principal.

Any other exclusions must be in accordance with the adopted policy.

CMS POLICY ON SCHOOL ACTIVITIES

1. A student going on a sponsored trip must return with the same sponsor. The sponsor may permit students to ride home with their parents, but only if their parents make this request in person. Students may ride home with other adults if permission has been granted by the building principal. We will not grant this permission unless we have had in-person contact with the parent or guardian.
2. Students are responsible for handing in all assignments and being ready to participate in all classes the next day.
3. If a student is too sick to attend school on the day of the activity, then the student is considered too sick to participate in a school activity that same night.
4. Coaches/Sponsors are encouraged not to let any student participate in any activity if that student exhibits poor sportsmanship.
5. On class trips, all students are required to present to the school authorities a signed statement in which the parent gives permission for the trip.
6. The Cleveland Public School district assumes no financial responsibility for the medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma.

CLEVELAND PUBLIC SCHOOLS

ATTENDANCE POLICY

School attendance and participation in class are important parts of the education process. Students must regularly attend if they are to get the greatest possible benefit from their education experience. All students are encouraged to be in class as much as possible. School attendance is the responsibility of the parents/family and the student. Regular attendance at school is important and necessary for success at school.

1. The parent/guardian will assume the responsibility of calling the school each morning that the student is absent and explaining the reason for the absence.
2. Make-up work will be granted for absences upon student request. *A student must be absent for three (3) consecutive days before the school will request make-up work from the teachers.* Student requests for makeup work must be initiated within two (2) consecutive school days after returning from the absence. When make-up work is requested, the teacher will give the student a written assignment with a specified due date. These assignments should be comparable in length and difficulty to what was missed in class. If parents would like to pick up missed assignments, they need to make the request as early in the day as possible.
3. Make-up work assignments will be checked and returned to the students.
4. Students absent the day of a scheduled test will make-up the test either before or after school or at the teacher's discretion.
5. Students who are truant will receive a zero for each class missed and will not be permitted to remove the zero with make-up work. A student is considered truant when he leaves school without the knowledge and consent of parents or guardians. Skipping a class is also considered truancy. All trancies will receive disciplinary action by the principal. Truancy may result in ISD or Out of School Suspension (OSS)
6. Students must maintain 90% attendance in a semester in order to pass any subject/subjects. Any emergency exemption requests must be made through the principal's office. Students who become ill or incapacitated and unable to attend school should refer to the homebound procedures.
7. The middle school admin will monitor attendance. A report will be sent to the office when a student is absent from class five (5) times per grading period. An appropriate letter will be sent by the office to the parent or guardian.
8. Upon parent request, the exception to the 90% rule will be considered by a committee consisting of the principal, a faculty member, and a counselor. Consideration of exception will be based on the following:
 - a. Extended illness of the student with a letter from the doctor stating that the student was unable to attend school. This letter must be turned in within 5 days of the student's absence.
 - b. The reason for the absences.
 - c. The Pattern of the absences.
 - d. Previous history of attendance.
 - e. Unavoidable family emergencies.

NEGLECT OR REFUSAL TO COMPEL A CHILD TO ATTEND SCHOOL

1. It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of seven (7) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or another school, unless other means of education are provided for the full term the schools of the district are in session, and it shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or another 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:
 - a. 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 from the school physician is available, a duly licensed and practicing physician.
 - b. If any child is excused from attendance at school due to an emergency, 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.
 - c. If any child who has attained his or her sixteenth (16) 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 and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or community and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child

has reached the age of eighteen years; or if any such child is a member of the Jewish faith, on the days of Rosh Hashanah and Yom Kippur are observed. The child is hereby excused from attending school on said days.

2. It shall be the duty of the attendance officer to enforce the provisions of this section.

Our staff at Cleveland Public Schools feels that your child's education is extremely important. In order for your child to get the full benefit from the education process, regular attendance is necessary. Research shows that poor attendance is correlated with the high school dropout rate. In this respect, we encourage you to help us ensure your child's success by encouraging regular attendance at school. According to state law, it is unlawful for a parent or guardian to neglect or refuse to comply with Oklahoma school attendance laws.

We hope you will encourage regular attendance, however, if your child does not attend school regularly the following procedures will take place each semester:

1. After five (5) absences the parent will receive a notice from the school. The first letter is to notify the parent/s of the attendance problem which needs to be alleviated by working with school officials.
2. If attendance does not improve after the first letter and the student has missed eight (8) days of school, the next step will be a hearing before the Truancy Prevention Board. This committee is formed to help parents and students compile a plan that will help with the attendance problem. The Truancy Prevention Board is composed of outside agencies, including the Pawnee Assistant District Attorney and Oklahoma Juvenile Authority, which will aid in providing a Truancy Prevention Plan. At this point, it is not the intention of Cleveland Public Schools to prosecute but, provide a workable plan for improved attendance. If step two (2) is not successful, letter three (3) will be sent to the Pawnee County District Attorney's office through the Cleveland Police Department.
3. At this point, the parent/guardian is in violation of Oklahoma Statute Title 70 School Code of 1971, Article X, Section 10-105 and will be referred to the Pawnee County District Attorney's Office. The Assistant District Attorney will determine the fine or punishment according to state law.

Cleveland Public Schools wants our students to be successful. We appreciate your effort in helping to make your child's education a rewarding experience and ensuring regular attendance at school.

TARDY POLICY

In any class:

After the second tardy, each additional tardy may result in lunch detention, after school detention, community service, or ISD. tardies are tracked cumulative (per semester) not just for each hour. 7th tardy may result in after school detention. 12th tardy may result in ISD.

NOTE: 3 tardies within the first 15 minutes of class time equals 1 absence.

CLEVELAND MIDDLE SCHOOL

DISCIPLINE POLICY

Students are expected to follow all classroom rules as outlined by individual classroom teachers. All teachers will not have exactly the same rules for their classes, and it is the responsibility of the student to follow the rules in any given class. Continued acts of poor conduct will be referred to the assistant principal or a designated representative.

Discipline problems will be handled according to the procedures outlined in the CMS Discipline Referral. Students who have referrals, will not be eligible to participate in the School Dances.

STUDENT BEHAVIOR Outlined in Cleveland School District Policy, section 10, Page 38

<http://www.clevelandtigers.com/policy-and-procedures/>

The Board of Education is deeply interested in creating a learning atmosphere in all of its schools. The Board of Education is appreciative of the cooperative attitude of the vast majority of its students. It is important that our school's learning atmosphere includes maintenance of order, necessitating regulations relating to school discipline.

The following are specific examples of unacceptable behavior, which are subject to disciplinary action, including, lunch detention, after school detention, community service, referral to counseling, ISD or OSS suspension or expulsion:

- A. Open or persistent defiance of authority.
- B. The assault upon student or school personnel.
- C. Creating, or attempting to create a disturbance.
- D. Excessive tardies. (more than two per semester).
- E. Unauthorized absence from classes.
- F. Willful disobedience, profanity, or vulgarity.
- G. Showing disrespect for school property or causing damage to school property.
- H. Possession or use of any dangerous or annoying instrument, including but not limited to firearms, explosives, fireworks, knives, razors, drug paraphernalia, or other weapons used for assault. (Refer to School Laws of Oklahoma, Article XXIV, Section 33.)
- I. The use of tobacco products is prohibited. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes: e-cigarettes / vaping devices or any other product packaged for smoking or the simulation of smoking
- J. Selling, possessing or under the influence of a narcotic or dangerous drug. Including, but not limited to marijuana, LSD, heroin, and barbiturates, or non-narcotic intoxicants, such as glue, unprescribed cough medicine, gasoline, beer, including 3.2 beer, or any type or form of intoxicating liquor or alcohol. (School Law Article XXIV, Section 33)
 1. Reporting students under the influence of possessing non-intoxicating beverages, alcoholic beverages, or controlled dangerous substance:
 2. Any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:
 - a. non-intoxicating beverages;
 - b. alcoholic beverages; or a
 - C. controlled dangerous substance; as the above are now defined by the state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of a said student of the matter. (Reference: O.S. Title 70, Section 133).

Every teacher employed by the Cleveland Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference: O.S. Title 70 Section 24-132).
- K. Stealing or extortion.

SCHOOL USE OF SECURITY CAMERAS ON CAMPUS

The Campus at the Middle School may use security cameras in places where the security of either property or people would be enhanced. Cameras will be used in a manner consistent with all District policies and will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. Generally, an individual has no reasonable expectation of privacy in public places or common areas, including, but not limited to: classrooms, offices, hallways, parking lots, cafeterias, and District owned or leased transportation. As outlined in the Cleveland District Policy, Use of Security Cameras, section 5 Page 24

<http://www.clevelandtigers.com/policy-and-procedures/>

Dress as outlined in Cleveland School District Policy, section 10, Page 106

<http://www.clevelandtigers.com/policy-and-procedures/>

The Board of Education expects all students to wear attire appropriate for the school environment.

The following is a list of infractions concerning the student dress code and are considered in violation of that code:

1. Bare feet or shoes with cloth soles.
 2. See-through clothing, bare midriffs
 3. Shorts, skirts, blouses, jeans, pants, or any clothing of an inappropriate length - skirts and shorts must be mid-thigh or longer; may not be too revealing, or does not cover undergarments.
 4. Pants with holes and shorts above mid-thigh are not acceptable and will require sliders/leggings, mid thigh in length, worn beneath the holes. Tight-fitting pants (yoga, tights, workout) require a top of appropriate length reaching the top of the thighs.
 - 4.5 Clothing, emblems, or symbols that promote drugs, alcohol, sex, or discrimination toward any group or race.
 5. Any clothing articles including caps, shirts, jackets, etc., with derogatory or obscene slogans.
 6. Clothing that shows disrespect for the American Flag.
 7. Hats, babushka's, stocking caps, and other head coverings are not allowed to be worn in the building. An exception may be made for religious head coverings or medical issues with documentation.
 8. Hair should be clean and styled in a non-distracting manner.
 9. Spaghetti straps, tank tops, and tube tops are not allowed, even if worn over other garments. Onesies are only allowed for specific, school sanctioned dress up days.
 10. Piercings other than ears or nose are unacceptable. All piercings should be such that they do not increase the possibility of injury during P.E., recess, passing period, or classroom activities. Students will be asked to remove piercings and jewelry if they create a distraction to the learning environment or increase the risk of injury to the student or others.
 11. Any other activity or state of being which distracts from the educational process will not be allowed.
- M. Any violation of state or local law or ordinance occurring on school property.
- N. Participation in any meeting, assembly, or demonstration not authorized or conducted in accordance with the provisions of Board policy.
- O. Deliberate refusal to attempt a reasonable academic assignment.
- P. **Electronic communication** Students should keep their electronic devices, including phones, in their locker and powered off. Misuse of personal electronic devices may result in confiscation of the device, **to be picked up by a parent/guardian**, detention, ISD, or OSS.
- Cleveland Middle School's electronic devices procedure is to not allow the use of them from the times of 8:08 am-3:25 pm, including during athletics. The use of these devices on extra-curricular activities sponsored by the school is limited to students receiving specific permission from supervising personnel.
- Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a cell phone or camera phone if it is believed that this device has been used to break school policies of any type.
- Q. Bluetooth speakers, video games, personal computers, etc., and their accessories are not to be at school.
- R. **Substitute Rule:** If a substitute teacher sends a student to the office by disciplinary referral, the penalty assessed may be either a day of suspension, ISD, after school detention, this will be considered on a case by case basis.
- S. No public display of affection (PDA).
- T. Shoes with wheels in the heels are not considered safe at school and have been found to damage some floor surfaces. Students should not wear shoes with wheels to school. The use of wheels at school may result in disciplinary action.
- U. When a student reaches 8 referrals for the year, the parent/guardian will need to meet with school administration to help construct a plan of improvement for the student.

Any clothing will be asked to be changed if it shows a crevice/valley of a body part considered to be private in nature. Pajamas/joggers should be worn with caution. This type of clothing is not a professional style of clothing for which we

are preparing the students. School is a facility in which we learn and prepare ourselves for the professional world and we encourage our students to take pride in their commitment to preparing for a bright future. Joggers/pajamas that have a single button fly will not be allowed.

CLEVELAND PUBLIC SCHOOL BULLYING POLICY

Cleveland Public Schools District Policy for Prevention of Bullying At School (70 O.S. §§ 24-100.4 and 24-100.5)

The School Safety and Bullying Prevention Act at 70 O.S. § 24-100.4(A) requires each public school district board of education to adopt policies to address the investigation of reported incidents of bullying.

This policy is in accordance with the provisions of the School Safety and Bullying Prevention Act at 70 O.S. § 24-100.5(C)(1). Local school districts and local school boards may use this policy as a model or develop their own policies that comply with the requirements of 70 O.S. § 24-100.4 and accompanying regulations at 210:10-1-20.

See Cleveland School District Policy, section 10, Page 39.

<http://www.clevelandtigers.com/policy-and-procedures/>

It is the policy of the Cleveland Public Schools to prohibit all bullying of any person at school. This policy shall extend to all schools in Cleveland Public Schools. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel. Students are expected to be respectful and kind to each other and school employees. If students believe they are being bullied they should report to any school employee. Each reported incident will be investigated and if the evidence supports a bullying incident the accused individual(s) will be disciplined which may result in OSS. Reporting and guidelines for investigating bullying will follow the provisions listed by the Cleveland School District Policy, section 10.

Students may report to a teacher, counselor, or principal. The report will be investigated by a building's investigator. The primary investigator will be the Assistant Principal, with the alternate investigators being the principal or counselor. Students and parents may also report anonymously via a mobile App called STOPit. [STOPit](#) is an online reporting tool designed to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors, consisting of an app and a back-end incident management system for school administrators. Just download the mobile app and use the access code CPSMiddle400 if you attend Cleveland Middle School.

STUDENT GRIEVANCE

A grievance is defined as a complaint lodged by a student with a member of the staff or **administration** alleging one or more of the following unfair practices: 1) that a school rule is unfair; 2) that a school rule or regulation discriminates between students; 3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through three steps: (A) to the counselor; (B) to the assistant principal; and (C) to the principal, in that order. On all three levels, an informal conference is to be held within five (5) days of the date of filing the complaint so that no student's complaint shall consume more than fifteen (15) day's time in all. The burden of proof is upon the student to show that a rule is unfair if perpetrated. The final resolution of his problem is to be in writing at the principal level and designed to provide the student with a basis for resolution of his problem as originally stated in his complaint.

Student grievance procedure: If a student has a grievance he/she should present it in writing to:

Level 1: His school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five (5) school days of the date of filing.

Level 2: If a student is not satisfied with the resolution made at level one, he may appeal within 48 hours in writing to the assistant principal for an informal conference and discussion of said grievance.

Level 3: If a student is not satisfied with the resolution made at level two, he may appeal to the principal within 48 hours for an informal conference and discussion of said grievance. The decision at this level is binding and cannot be appealed unless the principal so indicates.

Note: In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting students, short of having to engage in disruptive behavior in order to be noticed and have a grievance redressed.

STUDENT SUSPENSION

1. The judicial extension of the Fourteenth Amendment protection to students in public school emphasizes the need for the school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. See Cleveland School District Policy, section 10, All schools in Cleveland Public Schools will follow the guidelines established in Cleveland District Policy, section 10. Based on each situation a principal has the discretion to assign Out of School Suspension (OSS) and the duration of that suspension. Parents/Guardians will be provided documentation to appeal any Out of School Suspension as outlined in the same section of the policy.

CLEVELAND SCHOOL DISTRICT, section 10, Page 45 GUN-FREE SCHOOLS

<http://www.clevelandtigers.com/policy-and-procedures/>

STUDENT SUSPENSION POLICY

It is the policy of the Cleveland School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the School District shall be suspended from school for a period of not less than one year. Any suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administering officer of the School District. For the purpose of this policy, the following definitions shall control:

1. The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term "chief administering officer" means the superintendent of schools or the board of education of the District.
3. The term "determined to have brought a weapon to a school under the jurisdiction of the School District" means any student being in possession or control of a weapon on property owned, leased or rented by the School District, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property.

Enforcement of this policy shall be consistent with state and federal laws dealing with the discipline of students with disabilities. Any suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the School District's Policy on Student Suspension. To the extent that this policy is inconsistent with any other policy of this School District, then this policy shall control.

CRISIS SITUATION

A school wide plan dealing with crisis situations is available upon request. Lockdown procedures are rehearsed by staff and students one time each semester.

IMMUNIZATION REQUIREMENTS AND TESTS

The Oklahoma State Board of Health requires that parents of all students, kindergarten through twelfth grade, admitted for the first time to the Cleveland Public Schools, present to the school immunization record including rubella (German) measles, polio, and tuberculin skin test. The tuberculin skin test must be within twelve (12) months of entering school. The State requires 7th graders to have a Tdap Boostrix shot. The State also requires 7th graders to have completed a series of Hepatitis A and Hepatitis B shots, if a 7th grader has begun the series of shots before entering 7th grade and can not finish them (due to the time frame of shots) before school begins, the student will be allowed to enter 7th grade, but will be expected to finish the series as the schedule allows. The form must be verified by a medical or osteopathic physician, of State or Local Department of Public Health. The school will keep a copy of the immunization records and parents are required to present a copy of updated immunizations to the school.

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health. What is meningitis? Meningitis is an infection of the tissue lining and fluid that surrounds the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause: • Brain damage, • Hearing loss, • Amputation of arms or legs, • Learning disabilities, or • Death.

What types of bacteria cause meningitis? There are several types of bacteria that may cause meningitis, including: • *Neisseria meningitidis* • *Streptococcus pneumoniae*, • Group B streptococcal disease, and • *Haemophilus influenzae* type B (Hib). This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-git-itis), which is rare but especially risky for people of certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as “meningococcal disease” (men-INjo-kok-ul disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk of meningococcal disease? Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other people their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread? The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard, or anything an infected person touches his or her nose or mouth.

Signs and Symptoms of Meningitis • Headache • Fever • Chills • Stiff neck • Extreme tiredness • Vomiting • Sensitivity to light • Rash of purplish black-red dots or splotches • Confusion • Seizures

How can meningococcal disease be prevented? Vaccines can prevent approximately two-thirds of meningococcal disease cases. There are two types of meningococcal vaccines available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. MCV4 should be given to all adolescents at age 11 or 12 years unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be given at age 16 through 18 years. Is this vaccine required to attend school in Oklahoma? Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. **This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.**

Where can I find more information? For more information, contact your healthcare provider or local county health department or visit these websites: National Meningitis Association at www.nmaus.org Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>

The immunization may be recorded on the health card by the enrolling person who will note the certifying agency or physician and the date the immunization was given, or keep the immunization record until the school can record the information. The certified immunization record should be returned to the parent. If the certificate indicates the immunization procedure has currently been started, but not completed, the child may be admitted to school only if a completion date is agreed upon. The child and parent should be referred to a physician or to the City-County Health Department. The principal's responsibility in enforcing the state requirements for immunization against specific diseases is as follows:

The principal should be made aware of all students who have not met the immunization requirements. Any irregularities in complying with the state law shall be reported to the Superintendent, School Health Department, and/or the City-County Health Department. If the child's physician states immunization would be injurious to the child's health, or if the parent objects for religious reasons, a statement in writing from the physician or parent will become a part of the child's record. These alternatives will allow children to be enrolled in school providing other enrollment requirements are met.

HEALTH CONCERNS

In the event a student has a known health problem of major consequence, the student's parents should inform the school authorities as soon as possible. It is the responsibility of the parent/guardian to inform the school of existing health problems or of the health problems that arise during the school year.

REQUEST FOR ADMINISTRATION OF MEDICATION DURING SCHOOL DAY

It is the policy of the Cleveland Public Schools that no drug or internal medicine of any kind should be given a pupil by the principal, teacher, nurse, or other school employees. However, when a physician or parent requests that a child be given medication at school, a form must be filled in and given to the principal.

CLEVELAND PUBLIC SCHOOL'S HEAD LICE POLICY

Head lice are easily transmitted among young children. We hope to limit the cost and inconvenience of this infestation by identifying for treatment as soon as possible any students with head lice. Because head lice are not respecters of persons, we may often check large numbers of children. Building-wide head checks will be conducted on the first day of school, before and after the Christmas break, before and after Spring break, and other times as deemed necessary to help prevent the spread of head lice. All possible means will be taken to avoid embarrassment to the students.

When students are identified with head lice (in all stages/forms of life), the law and common courtesy to other students and parents require those students to be removed from the classroom and the school.

To return to school, students must present proof of treatment and /or certification from a health official stating they are free from infestation. The Pawnee County Health Department does head lice checks free of charge by appointment (358-2546). Personal physicians also provide this service. Other means of showing proof of treatment should be cleared in advance with the administration.

Since many products do not kill nits, unless proof of the use of a product specifically designed to also kill nits is provided, students will not be allowed to return to school with nits. Since treatment is quick and relatively easy, students should not miss excessive days due to head lice. If assistance is needed to purchase medicated shampoo, please visit with the school nurse, counselor, or principal.

Chronic repeat infestation may require more intrusive and strict interventions.

BED BUG PROTOCOL

The District is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of the school community but will attempt to avoid embarrassment to an affected individual as practical given the totality of the circumstances. It is important to remember that bed bugs can resemble other insects and that many bed bugs submitted for identification are not, in fact, bed bugs. If a suspected bed bug is found on a student or the student's clothing, backpack, lunchbox, or other belongings, or in a school, a discrete effort should be made to collect a specimen. The specimen should be collected by a staff member wearing rubber gloves and placing the specimen in a plastic bag sealed with tape. The specimen should be collected intact and not crushed by using a piece of tape, gauze, or tissue. To kill the specimen, place the sealed bag in a freezer for 30 minutes. Any employee who suspects a bed bug infestation should immediately notify the site administrator. The site administrator will notify:

School Nurse Cleveland Public Schools 918-358-2210 ext 703

The School Nurse will arrange for the specimen to be analyzed to confirm whether the specimen collected is in fact a bed bug. If it is confirmed that a bed bug has been found on a student and/or his or her belongings, the School Nurse should:

1. Notify the student's parent/guardian by phone if possible. If the parent/guardian cannot be reached by phone, a letter in the form attached to this policy should be prepared and sent home with the student;
2. **Discreetly** remove the student from the classroom so that either the school nurse or a qualified individual can perform an inspection of the student's clothing and/or belongings;
3. If it is confirmed that a bed bug exists either on the student's clothing or belongings, then the student should be provided a

temporary change of clothing. The clothing (including hats, jackets, shoes, etc.) should be placed in a dryer set on "High" for 30 minutes. The same process should then be followed by the student's belongings. If a dryer is not available, the clothes and/or belongings should be placed in a plastic bag or plastic container;

4. After treatment, the student should change back into their clothing and return to class; and
5. Remaining belongings should be placed in a large plastic bag or plastic container, and
6. The student should not be excluded from the classroom due to bed bugs.

School Actions Prior to Treatment

If it is confirmed that a bed bug has been found and determined that a specific area needs professional extermination inspection/services, do not remove anything from the affected area until directed to do so by the pest control company or Superintendent or his/her designee. Care should be taken to limit the possible spread of the insects by transporting them to other areas of the site. If no other insects are found on inspection of the affected area, it is not necessary to vacate the area prior to pest control inspection.

Care of Students with a Known Infestation at Home

The School Nurse should meet with the student's family to address resources and methods to reduce the spread of bed bugs into the school environment. The student's family should be notified that an individual plan of care will be developed for the student and that this plan will be followed until the District receives documentation from a pest control service that the home infestation has been eradicated.

1. Spare textbooks may be provided for the student to use at school and left in the classroom;
2. At the end of the school day, the student will be allowed to take their clothing and/or belongings home.
3. The individual plan of care developed for a student will remain in place until there is cause to believe the bed bug issue has been cleared from the home and the student has arrived at school with no signs of bed bugs for ten (10) school days.

BED BUG IDENTIFICATION SUBMISSION FORM (For staff use)

On ___/___/_____, an insect presumed to be a bed bug was found (choose one):

- ___ On a person's clothing or belongings or
- ___ On a piece of furniture or wall

Building Site: HS, MS, Intermediate, Primary, Bus/Maintenance Barn, Event Center, Admin (circle one)

Room number or name:

Staff member:

Please complete this form and submit it with a specimen, if collected, to:

SPECIMEN COLLECTION

1. Collect the suspected bed bug intact, do not crush or smash it
2. Wear rubber gloves
3. Pick up the specimen using a piece of tape, gauze, or tissue
4. Place the specimen in a plastic bag sealed with tape
5. Deliver the specimen to the District employee noted above

GUIDANCE FOR MEASLES & OTHER COMMUNICABLE DISEASES

Absent a diagnosis of a contagious disease, the Superintendent, Principal, school nurse or other official in charge of any school may exclude any child suffering from or exhibit the following symptoms: • fever alone, 100 degrees Fahrenheit; • sore throat or tonsillitis; •

any eruption of the skin, or rash; • any nasal discharge accompanied by fever; • a severe cough, producing phlegm; or • any inflammation of the eyes or lids.

If students are not allowed to attend due to previous symptoms listed plans will be made to create “homebound” instruction programs for children who are infected and unable to attend school. [Section 3 page 83 of our district policy.](#)

STUDENT ACCIDENT INSURANCE

A student accident insurance program is available on a voluntary basis for Cleveland Public School students. Full details of this program will be available during the first week of school. The plan will be explained in school to all students and literature will be given to the students for parent's consideration. We must work on a strict deadline basis for this type of insurance. If a student does not meet the deadline, the opportunity to participate in the program will be lost. Students participating in athletics **MUST** be insured either by parents or in the school plan. If insurance on the athlete is currently held by the parents, we insist on written evidence of this insurance. No student will be allowed to participate in any school athletic program without insurance. The school feels this plan is an excellent way to ensure a student and feels it would be of benefit to all students.

Cleveland Public School district assumes no financial responsibility for the medical cost of an accident occurring to a student while at school, participating in a sport, or other school activities. The accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the insurance company. We have selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

STUDENT'S RIGHTS TO ASSEMBLE AND DEMONSTRATE

- A. The Board of Education recognizes the following:
Students shall have the right to assemble on school property subject to the following conditions:
 1. Prior approval must be obtained from the principal twenty-four (24) hours in advance of the meeting.
 2. The time and place of the meeting shall be determined by the principal.
 3. Demonstrations must be conducted in such a manner as not to interrupt, distract, or disrupt the school's academic or activity programs.
- B. No printed matter or literature may be distributed on any property of the Cleveland Public Schools without prior approval and consent of school officials authorized by the Cleveland Board of Education to make decisions in such matters.

TRESPASSING

- A. All visitors who enter upon the premises of Cleveland Public Schools are requested to obtain permission from the principal's office. Anyone asked to leave the school grounds and who refuses to do so is guilty of trespassing.
- B. It is further established as a policy of the Cleveland Board of Education that the Superintendent of Schools and the Principals of all educational facilities within this school system shall strictly enforce the provision of Title 70 Oklahoma Statutes, Section 24-131 pertaining to the property when it appears that the presence of such persons is a threat to the peaceful conduct of school business and school classes.

SEARCHES conducted in accordance with Cleveland School District Policy, section10, Page 51

<http://www.clevelandtigers.com/policy-and-procedures/>

- A. When there is a reasonable suspicion to search a student while the student is on school premises, in transit to and from a school event while under school authority, or is attending any function sponsored or organized by the school district, then such a search can be made by the superintendent, principals, or teachers. Students may be searched for controlled dangerous substances, intoxicating beverages, non-intoxicating alcoholic beverages, weapons, or missing or stolen property if the property is reasonably suspected to have been taken from another student, a school employee or the school during school activities.

A search made of the student's person shall be made by a person of the same sex as the student being searched and shall be witnessed by one of the same sex of the student, if practicable. A search of the property of a student can be made by any authorized person, regardless of whether that person is of the same sex as the student whose property is being searched. No student clothing, except cold-weather outerwear, shoes, and socks shall be removed prior to or during a search of a student.

DRUG POLICY see Cleveland School District Policy, section 10, Page 48.

<http://www.clevelandtigers.com/policy-and-procedures/>

The Board of Education on July 2, 1990, adopted a Drug Policy for the Cleveland Public Schools. The policy is in two parts: (1) Cleveland Public Schools Student Athletic Drug Testing Policy, (2) Cleveland Public School Policy of Student Possession or Use of Alcohol and Illegal Drugs.

The Policy includes an Extra Curriculum Activities Contract and a Drug Testing Consent Form.

The policy will be kept on file in each principal's office and is available to the students or public on request. The Policy of Student Possession of Alcohol and Illegal Drug Use will be passed out to all students involved in extracurricular activities.

The Policy is intended to supplement and complement the school district policy on student possession or use of alcohol or illegal drugs and all other policies, rules, and regulations of the school district regarding possession or use of illegal drugs.

TITLE IX

It is the policy of Cleveland Public Schoolssection10.. not to discriminate on the basis of sex in its education program, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the principal's office or the superintendent's office.

Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

The complete FERPA Policy is available in the Cleveland District Policy, section 9, upon request at the administrative office.

All rights and protection gave parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school; the student then becomes an "eligible student"

ASBESTOS

Cleveland Schools have made every effort to make this school system a safe and healthy environment that also meets local, state, and federal requirements. The known and assumed asbestos in our schools is being continually monitored and is being inspected every six months. It is inspected by the EPA every three years.

The Asbestos Management Plan handbook is available at each school site and the superintendent's office.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to students' education records. See Cleveland District Policy, section 9, Page 14

<http://www.clevelandtigers.com/policy-and-procedures/>
for more information. <http://www.clevelandtigers.com/legal/>

Questions or requests to opt-out of the sharing of directory information as stated above, should be directed to the Superintendent of Cleveland Public Schools #918.358.2210 ext 205.

INTERNET ACCEPTABLE USE AND SOCIAL MEDIA POLICY

A. **Purpose Statement.** The Independent School District No. 6 of Pawnee County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting educational excellence. Also, images of your student in school approved activities may be posted to district websites or social media platforms. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity, and result in better communication between the District and its patrons.

For policy see Cleveland District Policy, section 12, Pages 2 & 21

The following forms are available in the Administrator Forms Appendix

Section 2

Request to Address the Board of Education (action agenda item)

Request to Address the Board of Education (add agenda item)

Section 3

Federal Programs Grievance Complaint Form

Request for Raffle Fundraiser

School Volunteer Packet

Notification of Use of a Service Animal

Service Animal Registration

Section 5

Facilities Use and License Agreement

Request for Use of School Facilities

Facility Usage Insurance Form

Asbestos Management Plan

Section 9

Notification of Rights Under FERPA
Public Record Access Request

Section 10

Application for Open Transfer
Notice of Out-of-School Suspension and Right to Suspension Conference
Rights in Special Education
Suspension Hearing Request or Waiver
Bullying Report Form
Parental Authorization to Administer Medicine

Section 11

Grievance Form