

# CLEVELAND PUBLIC SCHOOLS

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## CLEVELAND INTERMEDIATE SCHOOL HANDBOOK



**2023-2024**

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## **Introduction from Principal**

Dear Parents:

Good communication between the school and parents is essential for your child's educational welfare. Please feel free to call us at Cleveland Intermediate School (918-358-2210, extension 300) if you have any questions, comments, or concerns about your child's education and his/her physical and emotional well-being. In an effort to better serve your child, please keep us informed if your child has any particular problems, medical or otherwise, that may affect his/her performance. This information will help to ensure a healthy frame of mind for your child and enable his/her teacher to serve your child in a more effective and personal manner.

We consider it a privilege to serve your child during this important and exciting time in life and welcome each new day as an opportunity to promote growth and happiness.

Sincerely,

Jeremy McKinney, Principal

Cleveland Intermediate School



2023-2024 INTERMEDIATE SCHOOL PERSONNEL

Jeremy McKinney - Principal

Kayla Allen - Assistant Principal

FIFTH GRADE

Cary Brewer  
Kellie Clary  
Amy Hays  
Pam Thornton  
Allie Turner

FOURTH GRADE

Amy Compton  
Cathy Holmes  
Tracy McArthur  
Autom Meadors  
Wendy Paden  
Memory Spencer

THIRD GRADE

Susan Baugher  
Leslie Davenport  
Sarah McArthur  
Mishell Page  
Tonya Patrick  
Crystal Turner

Arleta Wilson  
April McWhirt  
Norma Robertson  
Jeremy Bartley  
Cindy Bartling  
Daniel Doss  
Anja Johnson  
Ronald Jones  
Cody Arnold  
Denise James  
Lea Ann Pry  
Scott Kirschner  
Sue Goza  
Julie Horine  
Melissa Lanphear  
Jennifer Sarant  
Debbie Stout  
Holly Reeves  
Christina Fields  
Carla Fack  
Cindy Bejcek  
Emily Sizemore  
  
Kelci Quarve  
Johnny Victory  
Robin Worley  
Cherish Adams  
Shelley Pickle  
Stacie Sizemore  
Cindy Proctor

Secretary  
Assistant Secretary  
School Nurse  
School Resource Officer  
Librarian  
Computers  
Music/Art/Character Education  
Physical Education  
Special Education  
Special Education  
Special Education  
Speech Pathologist  
Occupational Therapist  
Title I Reading  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Math Support  
Reading Support  
Virtual Program  
AmeriCorp Reading Assistant  
AmeriCorp Reading Assistant  
AmeriCorp Reading Assistant  
Custodian  
Custodian  
Custodian Supervisor  
Food Service  
Food Service  
Food Service  
Food Service Supervisor

## Tips for Success

### FAMILIES: THE MOST IMPORTANT COMPONENT IN A CHILD'S EDUCATION

#### SUCCESS IN THE CLASSROOM AND LIFE

There is no one more important in helping a child succeed than you. What you do at home can make a big difference in how well your children perform in school.

- Attend conferences to find out how well your child is performing
- Discuss the importance of school attendance with your child
- Make sure your child has a quiet place to study and that they complete all homework assignments on time

#### YOU ARE YOUR CHILD'S GREATEST EDUCATIONAL INFLUENCE

Let your children know that school is important, that you are interested in their progress, and ask them:

- What they did at school
- What homework do they have that is due the next day
- What upcoming projects do they have
- What events are coming up

#### READING AND WRITING

- Listen to your child read. Have them read books to you, or articles from a newspaper or magazine
- Discuss what you and your child are reading
- Ask questions and discuss words that are new or difficult
- Encourage your child to write lists, notes, journals, recipes, or short stories
- Talk with your child about writing assignments and what they like to write about
- Limit "screen time," or the amount of time your child watches television or uses electronic devices

#### MATHEMATICS

- Review homework every day with your children to make sure assignments are completed. Ask your child to explain some of their math problems and how they solved them.
- Have your child help solve mathematical problems as you play games, watch sports, or while you are riding in the car.
- Use any and all opportunities to show how math is used in everyday life, including cooking, shopping, making crafts, sewing, or balancing your checkbook.

## SOCIAL-EMOTIONAL LEARNING

It is crucial to pay attention to the development of the whole child, including their social and emotional well-being. Families are a child's first teacher in demonstrating:

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Building
- Responsible Decision-Making

When families focus on creating an environment of trust, respect, and support, their children are better equipped to reflect on their interactions and decisions. Modeling “emotionally intelligent” behavior at home is the first step in nurturing emotionally intelligent children.

## ATTENDANCE MATTERS FOR PARENTS AND FAMILIES

Your child's daily, on-time attendance in school is critical to his or her academic and personal success. It is understandable that some challenges to your child's school attendance are unavoidable, such as an illness or a family emergency. However, it is important to understand the impact of absences from school, especially if they become frequent.

### **DID YOU KNOW?**

Children can suffer academically even if they miss one or two days of school per month.



### **Take Action to Help Eliminate Chronic Absenteeism**

#### **Parents and Families:**

- Make getting to school on time every day a priority in your family.
- Talk with your child about the importance of school attendance from an early age and the negative effects of too many absences.
- When necessary, create a safe space for your child to share what is keeping him/her from participating in school on a regular basis.
- Have a backup plan for getting your child to school when there are difficulties with transportation, a family illness, or other challenges.
- Schedule appointments for after-school hours whenever possible.
- Monitor students' school attendance to make sure your child is in class every day.
- Contact your child's school to discuss supports and services that can help maintain regular school attendance.

## **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, or 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.

**Sol Bayouth**

District Coordinator

Cleveland Public Schools

600 North Gilbert

Cleveland, Oklahoma 74020

(918)358-2210



## **2023-2024 SCHOOL CALENDAR**

### **FIRST QUARTER**

Staff Reports (Professional Days)	August 8-9
Classes Begin	August 10
Professional Day (No School)	September 1
Labor Day (No School)	September 4
Progress Reports	September 9
End of First Quarter	October 10
Progress Reports	October 10
Parent-Teacher Conferences	October 10-11

### **SECOND QUARTER**

Fall Break (No School)	October 11-13
Professional Day (No School)	October 16
Classes Resume	October 17
Progress Reports	November 17
Thanksgiving Break (No School)	November 20-24
Classes Resume	November 27
End of Second Quarter/First Semester	December 15
Christmas Break (No School)	December 18-29

### **THIRD QUARTER**

Professional Days (No School)	January 3
Classes Resume	January 4
Report Cards	January 5
MLK Day/No School	January 15
Progress Reports	February 2
No School/ Presidents Day	February 19
End of Third Quarter	March 14
Progress Reports	March 14
Parent-Teacher Conferences	March 14-15

### **FOURTH QUARTER**

Spring Break (No School)	March 18-22
Professional Day (No School)	March 25
Classes Resume	March 26
No School	March 29
No School	April 5
Progress Reports	April 11
No School	April 12
End of Fourth Quarter/Reports Cards	May 8
Professional Day/Staff Check Out	May 9

## **Cleveland Intermediate School Handbook of Rules, Regulations, Procedures, Rights, and Responsibilities**

### **Mission Statement**

Educational growth is the main priority of teachers as well as students, and our goal is to provide an opportunity for each child to develop to the fullest extent, his/her individual potential. Our goal includes assisting each child to stand confidently, participate fully, learn continually, and to mature into responsible young adults capable of contributing to the world around them in a meaningful way. Cleveland Intermediate School continually strives to develop and maintain open communication between parents, students, and teachers. Our school is committed to:

1. Mastery of subject matter, which is proficiency in OSTP
2. The belief and expectation that all children are capable of learning
3. Providing a safe, pleasant, and orderly atmosphere with teacher-directed activities
4. Maintaining consistency while interacting with and instructing students
5. High expectations for parents, students, and teachers

Cleveland Intermediate School shall provide an atmosphere, which enables each student:

1. To develop principles that reflect continued growth of empathetic and honest relationships
2. To acquire self-motivation, a lifelong love for learning, and the development of his/her own potential in a continuous learning process
3. To express him/herself creatively
4. To develop a sense of awareness and appreciation for life
5. To develop cognitive, communication, and physical skills that will enable him/her to function effectively in his/her environment.

### **School Creed**

I am a Cleveland Intermediate School student. I have great expectations for myself.

I accept the challenge to become the best that I can be.

Yesterday's failures are behind me. Today's successes are now before me.

I will make today the very best day of all, For this day begins the rest of my life.

I accept the responsibility for my behavior and its results.

I will not interfere with the learning and well-being of others.

With my family and teachers, I will determine what I will become,

For the education I receive today will make me a leader of tomorrow.

## Student Enrollment

Certain requirements for enrollment into all schools in Oklahoma are set forth by the legislature and recorded in the "School Law of Oklahoma". These requirements include:

1. A kindergarten child must be five years old before September 1.
2. A birth certificate and/or hospital certificate and a record of immunizations must be presented at the time of enrollment and kept on file at the school.
3. If the immunization record indicates that immunization has been started but not completed, the child may be provisionally admitted, but a completion date must be set.
4. If the agreed date is not met, the child will be dropped from the records.
5. If the child's doctor states immunizations would be harmful to the child's health, or if a parent objects for religious reasons, a statement in writing must be completed for school records.
6. If an outbreak or contagious epidemic should occur, those exempted from immunizations will be sent home.
7. All students must receive the Hepatitis A shots prior to entry into 7<sup>th</sup> grade.

## Bell Schedule

**STUDENTS ARE NOT ALLOWED ON SCHOOL GROUNDS BEFORE 7:45, AND THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS ARRIVING BEFORE THIS TIME. STUDENTS ARE NOT ALLOWED INSIDE THE BUILDING UNTIL THE BELL OR THE DUTY TEACHER ADVISES DUE TO INCLEMENT WEATHER.**

<b>7:45</b>	<b>Students allowed on school grounds</b>
<b>8:05</b>	<b>Bell rings for students to line up to enter the school</b>
<b>8:15</b>	<b>Classes begin. Students are <u>TARDY</u> after 8:15.</b>
<b>3:25</b>	<b>Dismissal bell</b>

- **No supervision of students is provided before 7:45 A.M.**

## Attendance Policy

Students are subject to compulsory school attendance and truancy laws as required by the Oklahoma statutes, and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian having custody of a child who is over the age of five years and under the age of eighteen (18) years, and who has not finished four years of high school, to neglect or refuse or to cause or compel such child 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. **Excessive absences (8 or more) in a semester will be reported to the District Attorney and District Truancy Board.**

**Overview of 3rd-4th Grade Attendance** At the beginning of the school day (before 9:30 a.m.), it is the responsibility of the parent/guardian to notify the school if a child is absent for any reason. The official school day begins at 8:15 and ends at 3:25. If a student comes to school after 9:00 or leaves before 2:30, it will count as a ½ day absence (3rd-4th). Students who arrive between 8:15 and 9:00 AM will be counted as morning tardy. Students who depart between 2:40 and 3:25 PM will be counted as afternoon tardy. Morning absences are accumulated from 9:00 AM - 12:00 PM, and afternoon absences

are accumulated from 12:01 PM - 2:40 PM. If the school has not been notified by 10:00 of a child's absence, then school personnel will attempt to notify the parent of the absence.

**5th Grade Attendance** At the beginning of the school day (before 9:30 a.m.), it is the responsibility of the parent/guardian to notify the school if a child is absent for any reason. The official school day begins at 8:15 and ends at 3:25. Attendance will be taken at the beginning of each class period, seven times daily. Students will be marked tardy if they enter the classroom after the transition period has ended. Students will be marked absent for each class that is missed in its entirety. If the school has not been notified by 10:00 of a child's absence, then school personnel will attempt to notify the parent of the absence.

**COMMUNICATION WITH GUARDIAN for absences listed as AC (adult contact) or AU (no adult contact)**

\*Any AU absence receives an automated message, whether it is the 1st absence or the 15th absence

- 3 absences within a quarter requires Guardian contact by school.
  - If no guardian contact is made, the school office will contact.
- 5th absence within a semester, the guardian receives a 5 day letter and a phone call by a school official.
  - If phone calls are unsuccessful, then a home visit is done by administrator or school resource officer
- 8th absence within a semester, guardian receives truancy letter for court and a phone call by a school official.
  - If phone calls are unsuccessful, then a home visit is done by administrator or school resource officer
- If the plan at truancy court is not upheld, then submit a report to the district attorney.
- If a student exceeds 8 absences in a semester they are put on an attendance contract for the following semester, failure to live up to attendance contract may result in no credit for grade and a report to the district attorney.

In the event of a **CHRONIC ILLNESS**, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illnesses will not extend beyond the end of the current school year. Documentation must be submitted annually. If a student sees a doctor during school hours, please give the front office a copy of the Doctor's note to excuse the absence within 5 days.

The Superintendent has the discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

**Tardies**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. **Any student who arrives at school after 8:15 AM is considered tardy and must be signed in by an adult through the office for admission to class.** Repeated tardiness may lead to a telephone call or a home visit by a school official and/or notification to attend truancy court.

### Reporting Absences

Because we are concerned for your child's safety and well-being, we ask that you **notify the school by telephone (358-2210 ex. 300) early each morning when the student is absent.** In addition to this, when your child is absent from school they need to bring a note from either home or the doctor stating the reason for missing. This needs to be done the day they come back to school. This will help us keep track of your child's absences in a more efficient manner. Additionally, a note from the doctor keeps those absences from counting against your child. All other absences, however, do count towards the student's attendance record. Students who miss 8 or more days a semester will be counted as Chronically Absent by the OSDE.

Upon request, an exception to the seven (7) day/ten (10) day rule will be considered by the committee consisting of the Asst. Principal/Principal, a faculty member and counselor. Consideration of exceptions 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. (A student will have five (5) days to bring a doctor's note.)
- b. The reason for the absences.
- c. The pattern of the absences.
- d. Previous history of attendance.
- e. Unavoidable family emergencies.
- f. Letter Turned In.

A note from the doctor can also cause an unexcused absence to be changed to an excused one.

### Doctor and Dentist Appointments

Parents are encouraged to make every effort to schedule medical appointments outside school hours. Prior notification to the teacher is encouraged. Parents must check students out from the office. If a student misses school due to an appointment please bring a medical excuse form to the office when the student returns to school.

### Make-up Work

Students will have one day for each day absent plus one additional day to turn in make-up work. In the event of a lengthy illness, special arrangements may be made through the principal's office for make-up work. Make-up assignments will be designed to help students learn what was missed in class during the absences. These assignments will be comparable in length and difficulty. Students absent the day of a scheduled exam will make up the test before or after school, or at the teacher's discretion.

Parents requesting make-up work for an ill child should call the office early in the day so the teacher can gather needed materials during planning time, lunch, or after school. Teachers must not be expected to interrupt their teaching to get make-up work for an absent student. **Our policy is to collect makeup work for students once they have collected two of more consecutive absences.** We ask that make-up work be picked up in the office between 2:00 and 2:30 pm in an effort to save you time and to avoid class interruptions. All work is allowed to be made up following an absence. The time limit to collect work is 3 days from the first day missed. Parents requesting make-up work in advance for planned absence(s), **or while students are absent for multiple days,** the assignments/lessons will be due when the student returns to school.

### **Student Check Out**

No student may leave school except at regular dismissal time without checking out through the office. Elementary students will be called to the office to meet the parents. Only names provided by parents and currently in the data system will be permitted to check out students on the day of request. Photo identification may be required when checking out a student in person.

### **Inclement Weather Notice**

Sometimes it is necessary to close school because of severe weather. When this decision is made, an announcement will be made through our district communication system. Additionally, we will notify local news stations, as well as post this on our District Facebook Page.

### **Visitor Policy**

All visitors must check in at the school office upon arrival at the school, present a valid ID and receive a visitor badge. This policy is in place for the safety of all children and our staff. Visitation by “non-enrolled” children is not permitted. The principal or designee of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with the peaceful conduct of activities, and/or enters the institution for the purpose of committing an act that interferes with the safety, routine or security of staff or students. To ensure a smooth running and safe school, **ANYONE ENTERING THE SCHOOL BUILDING FOR ANY REASON MUST REPORT TO THE OFFICE.** Please do not enter the classroom hallways without checking in with the office personnel. If your child forgot his/her lunch, please drop it off at the office with the child’s name and the teacher’s name written on it, and we will be sure it is properly delivered.

Parents should not disturb the teachers and students by going to the classrooms directly unless a visit has been scheduled with the teacher. **We also ask that you drop off and pick up your children at the front door of the school and not at the classroom doors or the Event Center parking lot.**

### **Moment of Silence**

As per state mandate, the board of education shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. The minute of silence will be announced over the intercom at the appointed time

### **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.

### **Lunchroom Rules**

- Parents may bring food for their children only
- Students will not be permitted to share drinks/food for safety/health reasons
- Please do not send glass containers
- Candy may be eaten with lunch, but no gum is permitted at any time

The cafeteria will begin serving breakfast at 7:45 A.M. and stop serving at 8:10 A.M. Students who wish to eat breakfast should go directly to the cafeteria during this time. Students are allowed to eat breakfast and finish in the event of late bus arrival. Students who arrive late to school will have the option to eat breakfast before reporting to class.

### **Lost and Found**

The Lost and Found is maintained in the hallway. If a student finds an article in the classroom, it should be given to the teacher. Items found elsewhere in the buildings should be taken to the lost and found location. The school assumes no responsibility for items left unattended in classrooms, lockers, cafeteria or other areas. Under no circumstance should students leave personal items unattended or unsecured on campus, nor should anything of value be brought to school. Articles not claimed by the last day of school will be donated to charity.

### **Lockers**

All students will be assigned a locker at the discretion of their teacher. These will be used as storage for coats and other items too large for desk storage. Our lockers do not have locks. Lockers may be searched at any time.

### Toys/Fidget Spinners

No toys or fidget Spinners will be allowed at school.

### Bicycles

Children may ride bicycles to and from school. Bicycle riders are required to abide by the same laws as those governing cars and other vehicles. All bicycles must be walked on school property and parked and locked in the bike racks provided. The school is not responsible for lost or stolen bicycles.

### Playground

Playground rules will be in effect school-wide. These rules will be posted in each classroom and reviewed by the classroom teacher with the students. The teachers on duty or other authorized school personnel will address infractions of these rules. All elementary students will be sent outside for play periods (recess). Parents are requested to dress children for cold weather. (Children will not be sent outside when it is raining or extremely cold.

- Students are expected to remain in the designated playground area at all times
- Students should not throw objects that might injure others or participate in any activity that is dangerous
- Students will not be allowed to take food or drink to the playground
- No items are allowed in students' mouths while on the playground
- Children may not leave the playground without a duty teacher's permission
- No one is allowed in the outdoor play areas without adult staff supervision
- Students must have a written doctor's note to be allowed to stay inside from recess.

In the event of inclement weather, recess will be held in a designated area inside the building.

### Safety Drills

In accordance with state and district laws and policies, all schools will have 2 fire drills, 2 tornado drills, 4 security drills, 2 additional drills, and 2 bus evacuation drills during the school year. Each teacher will have a copy of all procedures including warning signs and will instruct each class on safety procedures. Cleveland Intermediate School has six rooms that are designed as tornado-safe rooms.

### Parties

Three school-wide parties are held each year for Halloween, Christmas, and Valentine's Day. All parties will be held during the last 30 minutes of the school day. Parents will not be allowed to attend parties. Only store-bought treats may be brought to classroom parties. Due to state health codes, **NO HOMEMADE TREATS OR DRINKS** may be brought to classroom parties. **We do not recognize birthdays in the classroom or lunchroom.** Students' birthdays are acknowledged each day during our morning announcements. **INVITATIONS TO PARTIES HELD AT HOME SHOULD BE MAILED. THE DISTRIBUTION OF PARTY INVITATIONS IS PROHIBITED ON SCHOOL PROPERTY IN ORDER TO SPARE THE FEELINGS OF CHILDREN NOT INVITED.**



### **Physical Education**

Federal law mandates that students in kindergarten through fifth grade must receive 120 minutes a week of physical activity. The law provides for the implementation of a sequential, developmentally appropriate physical education curriculum and requires that at least fifty percent (50%) of physical education activities be performed at a moderate or vigorous level. Cleveland Public Schools follow all state and federal guidelines in regard to physical education. Students unable to participate in physical education will need to bring a doctor's note stating they need to be excused from physical education and the date that they may begin participating in class.

### **Public Office/Political Campaigns**

Distribution on school premises of literature or commercial advertising advocating the nomination or election of any person for public office is expressly prohibited.

### **Parent Teacher Conferences**

Parent-Teacher conferences are always encouraged in order to provide a better learning situation for your child. Whenever you desire a conference with your child's teacher, please contact him or her. We are happy to have you come before school, during planning periods, or at the end of the day. It is very difficult for a teacher to have a conference while he or she is responsible for the instructional program for a classroom full of children during teaching hours.

Two scheduled conferences will be set up for each parent on the following dates:

#### **Fall Semester Parent-Teacher Conference Dates and Times**

Tuesday, October 10, 2023 4:30-8:00 p.m.

Wednesday, October 11, 2023 8:30 a.m. - 12:00 p.m.

#### **Spring Semester Parent-Teacher Conference Dates and Times**

Thursday, March 14, 2024 4:30-8:00 p.m.

Friday, March 15, 2024 8:30 a.m. - 12:00 p.m.

### **Parent Guide for Conferences**

The conference should be a very open, two-way exchange of information about your child's school work life. The goal of both parent and teacher should be the best possible education for the child.

#### **How to prepare for the conference:**

- Be on time; the teacher will have other conferences scheduled
- Ask your child if he/she has any questions he/she would like to ask his/her teacher
- Write down questions you have for the teacher

#### **Questions you might want to ask the teacher...**

- How is my child achieving in specific subjects?
- Is my child reading on grade level?

- Does he/she participate in group activities?
- Does he/she follow classroom procedures and expectations?
- Does he/she get along with other children?
- How can I help at home?

**Grades and Progress Reports**

**The Grading Scale** of Cleveland Public Schools is as follows:

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

**Progress Reports** are scheduled to be distributed as follows:

**Fall Semester:**

Progress 1:	September 8, 2023
Progress 2:	October 16, 2023

**Spring Semester:**

Progress 1:	February 2, 2024
Progress 2:	April 11, 2024

**Report Cards** are scheduled to be distributed as follows:

<b>Fall Semester:</b>	January 5, 2024
<b>Spring Semester:</b>	May 8, 2024

**Bus/Transportation**

Cleveland Public Schools transports over 65% of the student body. This is a large task for any school district; therefore, it is necessary that parents and students follow the set-forth procedures to ensure that everyone is transported safely and efficiently. Each child is given a set of rules at the beginning of the year called the Rider’s Agreement. We read and discuss the rules with the children, which they are to take home. Parents should read and discuss these rules and students must follow the instructions of the driver. Any child who does not do this may be suspended from the school bus until assurance is given that they will follow the rules.

**If a student’s behavior creates a safety hazard on the bus, the student may be deprived of bus riding privileges. Parents will be expected to transport the student to school if a**

**bus suspension occurs. THE BEHAVIOR AND SAFETY OF THE STUDENT AT THE BUS STOP ARE THE RESPONSIBILITY OF THE PARENT.**

Students are not for any reason to get off their bus at other school sites while in transit to and from school. Parents wishing to transport students to and/or from school by car should enter the traffic circle on the south side of the circle drive and exit on the north. No vehicles other than those belonging to school personnel should be in the south parking lot, as the students cross this lot on the way to the buses.

**Bus Passes**

For reasons of safety, if a student is to ride a bus other than his/her regular bus, or if a student who does not ordinarily ride a bus wishes to ride with another student, **THE PARENTS OR GUARDIANS MUST FILL OUT THE REQUIRED TRANSPORTATION FORM (BUS SLIP) AT THE SCHOOL OFFICE.** The parent/guardian may also send a signed note, which the student will bring to the office. Office personnel will write out the bus slip and attach the signed permission note from the parent to the slip. If a student does not have signed permission, they will not be allowed to ride the bus.

**\*If a change is being made on how a student is getting home the office must be notified by 2:30 PM.**

Bus routes are established to give the best possible service to all individuals in accordance with state laws and regulations. Be sure you contact the transportation director to make sure he knows the exact location of your home. A parent should be waiting at the bus stop to meet the child. For reasons of safety, if a student is to ride a different bus, the parent/guardian **MUST** contact the school and a Bus Transfer/Permission form must be completed. **Students will be allowed to ride a different bus ONLY for emergency situations.** Students are not to get off their bus at other stops for any reason while in transit to or from school.

Bus drivers have a great responsibility in driving the bus, so we expect complete cooperation from students and parents. The driver is recognized as the authority on the bus and has complete control over daily operations. Riding the bus is a privilege, not a right, and a student's privilege to ride the bus may be removed. Misconduct will be reported to the principal through an electronic referral. The principal may contact the parent/guardian by phone or letter if there is inappropriate behavior. If the consequences dictate a suspension, dates will be set for the suspension and the parents will be contacted. In the event that parent contact has been attempted and not achieved, the suspension dates will be enforced.

**Bus Referrals**

Students are expected to behave at bus stops and on the buses as they do in the classrooms. Due to misbehavior, a child may be denied the privilege of riding the bus. The following procedures have been set for bus referrals, but flexibility is at the administration's discretion:

- 1st bus referral - Warning and parent will be contacted
- 2nd bus referral - 2 days of detention, or any other appropriate disciplinary action
- 3rd bus referral - The student will be suspended from riding the bus for 3 days.
- 4th bus referral - The student will be suspended from riding the bus for 5 days.
- 5th bus referral - The student will be suspended from riding the bus for 10 days.
- 6th bus referral - The student will be suspended from riding the bus for the remainder of the school year.

A student may receive an immediate bus suspension if the student's behavior/actions warrant immediate removal from the bus. Examples that may warrant immediate removal from the bus might include fighting, bringing inappropriate items on the bus that can be harmful to the student or other students, open defiance towards the bus driver, etc.

### **Traffic Procedures**

We respectfully request that all parents/guardians follow our traffic procedures for the safety of our students.

Parking: Leave your vehicle in a designated parking space only. Do not leave unattended vehicles parked in the traffic line or in front of the building entrance. Please help us to prevent the risk of injury by adhering to all rules of traffic safety:

- 1. ALL students must be dropped off and picked up in the school FRONT parking lot only. The side parking lots and the Cleveland Event Center parking lots are not pick-up areas for Intermediate School students. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. This rule is only intended to prevent serious injury and to ensure the safety of all students.**
- 2. When picking up a child, always pull to the curb. Do not stop in the middle of the driveway or street to pick up or drop off a child. Walking into the path of another vehicle may cause injury.**
- 3. Do not stop to pick up a child until you have driven to the far end of the pick-up area and directly behind the car ahead of you. Please maintain one lane of traffic in the school traffic circle. This prevents traffic from backing up into the street.**
- 4. Do not park in bus loading or handicapped zones.**
- 5. Children are not permitted to cross the driveway unless accompanied by an adult.**
- 6. Respectfully acknowledge and obey school supervisory personnel.**

### **Aggravated Assault/Battery**

Oklahoma State Law provides that felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.

### **Bans (Adult)**

Oklahoma State Law 21-1376 provides that any person who interferes with the peaceful conduct of activities at any institution of learning, including but not limited to, actions that interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities may be directed to leave the institution and not return, without specific written permission, for a period of six months.

### **Child Abuse Reporting**

The purpose of Cleveland's Board policy on child abuse is to comply with Oklahoma law requiring school personnel to report suspected cases of child abuse or neglect. Oklahoma law requires teachers, nurses, and all other school personnel having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services. Reports may be made in writing, personally, or any other method prescribed by the department. School nurses, health assistants, or any other health care professional examining, attending, or treating the victim of what appears to be criminally injurious conduct, including, but not limited to, child physical or sexual abuse as defined by the Oklahoma Crime Victims Compensation Act, must report orally or by telephone the matter promptly to the nearest law enforcement agency in the county wherein the criminally injurious conduct occurred, or if the location where the conduct is unknown, the report shall be made to the law enforcement agency nearest to the location where the injury is treated. Failure to report such information promptly, making false reports, or reporting with a lack of factual foundation, shall be a misdemeanor. The law also grants immunity from any civil or criminal liability to a person who in good faith makes such a report. It is not the responsibility of school personnel to prove the child has been abused or neglected.

### **Parents' Rights in Special Education**

Parents/guardians of children with disabilities are entitled to protections under the Individuals with Disabilities Education Act (IDEA) and/ or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act before the district may change the student's educational placement for disciplinary reasons. For specific information explaining these procedural protections under IDEA, consult the handout entitled "Parents Rights in Special Education: Notice of Procedural Safeguards," copies of which are available at school sites at no charge. For specific information explaining procedural protections under Section 504 and Title II, consult the handout entitled "Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act Information and Procedural Safeguards," copies of which are also available at all school sites without charge. Contact the CPS Department of Special Services at, 918-358-2210 ext. 203, with questions or for additional information.

### **Child Find**

If you know of a child in need of special education services please contact Rachel Williams (Special Services Director) at 918-358-2210.

### **Drug Policy**

On July 2, 1990, the Cleveland Board of Education adopted a Drug Policy for Cleveland Public Schools. The policy is in two parts: 1) Cleveland Public Schools Student Athletic Drug Testing Policy, and 2) Cleveland Public Schools Policy on Student Possession or Use of Alcohol and Illegal Drugs. This policy includes an Extra-Curricular 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 the public on request. The policy on 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.

### **Marijuana**

Regardless of a student, employee, parent, or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent, or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from, and attending district-sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation, and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal. In the event that a student, employee, parent, or individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

### **Smoking/Tobacco/E-Cigarettes(Vaping)**

All Cleveland Public Schools facilities are tobacco and smoke-free. Tobacco use by students or staff is strictly prohibited. It is against Oklahoma State Law 37-600.4A for persons under the age of 18 to possess tobacco or tobacco products. Students smoking or in possession of tobacco will be subject to disciplinary procedures by the school and fines by the State of Oklahoma ABLE Commission. Smoking means carrying by a person or having access to a lighted cigar, cigarette, pipe, or another smoking article. Smoking also includes using products that mimic or simulate

smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, personal vaporizers, and electronic nicotine delivery systems. See related board policies 2108 and 4402.

### **Discipline Policy**

One of the most important lessons young children will learn in education is self-discipline. While discipline does not appear to be a subject, it is an underlying factor in educational structure. It is the training that develops self-control, positive self-esteem, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for self and others.

Discipline is also of great importance to the total operation of our school, and without it, the school becomes disorganized and is at risk of failure. Parents are the most important role models for students when developing self-discipline. Cleveland Public Schools share the responsibility of initiating, maintaining, and reinforcing good discipline habits in students.

Infractions of school rules or policies warrant discipline that includes but is not limited to: rebuke by the teacher, principal, authorized personnel, counseling, some form of detention, at-home placement, corporal punishment, or suspension.

Other types of punishment will depend upon the infraction or severity. The forms of punishment may include one or possibly all of the following:

- (A) Financial restitution
- (B) Involving law enforcement or social agencies
- (C) Conference with student, parent, teacher, and/or principal

The Board of Education is committed to creating a learning atmosphere at all school sites. The Board is also appreciative of the cooperative attitudes of the vast majority of its students. It is important that our school-learning atmosphere includes maintenance of order necessitating regulations relating to school discipline.

### **Rules for General Behavior**

#### Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another

person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published, or distributed, any message or material

6. Cheating

7. Conduct that threatens or jeopardizes the safety of others

8. Cutting class or sleeping, eating or refusing to work in class

9. Disruption of the educational process or operation of the school

10. Extortion

11. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval

12. Failure to comply with state immunization records

13. False reports or false calls

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14. Fighting

15. Forgery, fraud, or embezzlement

16. Gambling

17. Gang-related activity or action

18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts

19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location

20. Immorality

21. Inappropriate attire, including violation of dress code

22. Inappropriate behavior or gestures

23. Indecent exposure

24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

25. Obscene language

26. Physical or verbal abuse

27. Plagiarism

28. Possession or distribution of a caustic substance

29. Possessing, distributing, or viewing obscene materials, including electronic possession, distribution, or viewing (sexting)

30. Possession of synthetic urine, a warmer, or any other item with the intent to use that item to tamper with a drug or alcohol test

31. Possession, without prior authorization, of a wireless telecommunication device.



32. Possession, threat, or use of a dangerous weapon<sup>1</sup> and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
33. Possession of alcoholic beverages
34. Possession or claimed possession of illegal and/or drug-related paraphernalia
35. Possession, or claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school-related functions without prior district approval
36. Profanity
37. Purchasing, selling, and/or attempting to purchase or sell prescriptions and non-prescription medicine while at school and school-related functions
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
39. Theft
40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
41. Truancy
42. Use, possession, claimed possession, distribution, or selling marijuana or marijuana-related products in any form. "Marijuana" is defined as provided for in the District's policy on Medical Marijuana, Hemp & Cannabidiol (CBD)
43. Use, possession, claimed possession, distribution, or selling tobacco or tobacco-related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, and vapor products which include non-combustible products that may or may not contain nicotine, that employs a mechanical heating element, battery, electronic circuit, or another mechanism, regardless of shape or size, that can be used to produce vapor in a solution or other form.  
Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.  
A tobacco product also includes any vapor cartridge or other container with or without nicotine or another form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container, or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
44. Use or possession of missing or stolen property if the property is reasonably

suspected to have been taken from a student, a school employee, or the school

45. Using racial, religious, ethnic, sexual, gender, or disability-related epithets

46. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law

47. Vandalism

48. Violation of board of education policies, rules, or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property

49. Vulgarity

50. Willful damage to school property

51. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns about harassment, intimidation, or bullying at school. School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2).

### **Instructor or Administrator Intervention**

May include, but is not limited to: warning conference with student, parent conference, referral to a counselor, behavioral contract, restriction of privileges, the requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

#### **▪ Detention (Intermediate Campus) or In-School Suspension (Middle School Campus)**

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. The in-school suspension will be housed in the middle school building; students will be escorted by an adult to and from the building.

#### **▪ Alternative In-School Placement**

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards

#### **▪ Alternative Out-of-School Placement**

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

▪ **School Service**

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways that are likely to endanger a student, or in a manner that is designed to unduly embarrass a student.

▪ **Out of School Student Suspension**

Students may be suspended from school pursuant to the district's policy regarding student suspension.

Student Privileges While Under Suspension

Participation in extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics, and all other school-sponsored activities and organizations.

**\*\*All other discipline infractions of a serious nature will be determined on a case by case basis by the principal and/or superintendent.**

**Cell Phone Policy**

District policy does not allow the use of cell phones or any other form of wireless telecommunication devices during the school day. These communication devices have been found to disrupt the education process. Therefore, the following disciplinary action may be taken for students that violate school policy using these devices at school. Students must have permission from their teacher and office personnel to use the office phone. Outgoing calls are to be made only in case of an emergency. Permission to go to a friend's house or a forgotten assignment is not considered to be an emergency. Please make arrangements each morning as to where your child is to go after school, especially if it is out of the ordinary routine. We encourage parents to have their children leave cell phones at home or leave them off in their lockers. Cleveland Intermediate School and the Cleveland Public School District are NOT responsible for lost or stolen phones, or other personal property. If there are any emergencies, please contact the office and we will make sure your child receives the message or instructions you leave for them

**Cell Phone Policy Discipline**

- |              |   |
|--------------|---|
| 1st Offense: | Warning; Parents notified                               |
| 2nd Offense: | 3 Days of Lunchtime Detention and Confiscation of Phone |
| 3rd Offense: | 1 Day of In-House Detention & Parent Conference         |

4th Offense:	2 Days of In-House Detention & Prohibition of Cell Phone at school
5th Offense:	To Be Determined by the school administration

### **Dress Code for Students**

Educational consideration is given to grooming and dress which must not constitute a distraction or interfere with the educational opportunities of other students. With ever-changing styles, additional guidelines are established to help maintain high standards. These standards are provided so clothing does not distract from the educational process. Students may choose their own grooming and clothing styles, provided that such apparel does not interfere with schoolwork or create disorder in the learning environment. Community standards of health and safety must be maintained at all times. Footwear and shirts must be worn at all times.

Parents are expected to keep their children well-groomed and neatly dressed. Parents are encouraged to see that their children practice good hygiene. Any form of dress or hairstyle, which is considered contrary to good hygiene and safety or which is distracting or disruptive in appearance will not be permitted. This includes face painting, temporary facial tattoos, and any unnatural hair color unless special permission is given (i.e. Spirit Week). Items worn in body piercings other than wearing earrings are not allowed. Clothing that promotes alcohol, tobacco, sex, violence, or drugs will not be permitted. All students who wear hats or other headgear will be required to hang them in their lockers inside the building. Spaghetti-strap tops, shirts, or blouses that expose the stomach or can be seen through should not be worn. Skirts and shorts should be mid-thigh in length so as not to cause embarrassment to anyone. Tight biking shorts are not permitted. Jeans with holes in inappropriate places should not be worn. **Please be sure shoes are appropriate for P.E. and playground activities. Open-toed shoes are not recommended. Shoes with wheels in the heels are not considered safe at school and have been found to damage some floor surfaces. Students are not allowed to wear shoes with wheels to school. Use of the wheels may result in disciplinary action.**

*Wearing the following apparel/items is prohibited:*

- **Headgear/sunglasses of any type is prohibited in the building, unless for medical or religious purposes**
- House shoes or slippers
- Shoes with wheels in the heel
- Clothing with derogatory or suggestive pictures or phrases
- Any item of clothing with profanity or suggestive slogans related to tobacco products, alcohol, drugs, sex, or violence
- Pants/ jeans with holes or frays above mid-thigh
- Pants/jeans worn below the waistline; Sagging is never permitted, belts are to be buckled
- Undergarments worn as outer garments
- Apparel exposing undergarments is not permitted
- Short shorts (shorts must be mid-thigh or longer in length)

- Biker shorts, spandex shorts, bodysuits, boxer shorts
- Pajamas or bedtime wear
- String or spaghetti strap tops
- Halter tops, tube tops, sheer tops with bra showing, racer backs, backless tops
- Obscene or vulgar jewelry, furry tails, chains, ropes, straps, spiked jewelry
- Clothing that exposes a bare midriff or abdomen
- Headgear of any type is prohibited, unless medical or religious
- Short skirts and dress (must be mid-thigh or longer in length)
- Painted faces, including dress-up days
- Any item of dress that is a distraction to the educational process
- Unsafe bodily piercings

There may be changes, interpretations, or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or other types of situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to meet dress code regulations will be grounds for disciplinary action and could result in an unexcused absence. **The judgment of the principal concerning appropriateness is final.**

### Volunteers

Cleveland Public Schools encourages parents, grandparents, guardians, and citizens to be involved in our educational system. Our goal for our volunteers is to assist our school in providing the best possible education for each student. Volunteers will need to apply to the principal and be approved by the administration.

### Weapons

It is the policy of the Board of Education that possession of dangerous instruments or weapons on school property or other property adjacent to school property, at school functions, or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, including automatic opening or switchblades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury.

### Appeals of Suspensions

1. The judicial extension of Fourteenth Amendment protection to students in public schools 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.

**2. Pre-Suspension Conferences:**

- a. When a student violates board policy or a school regulation, the principal will conduct an

informal conference with the student.

- b. At the conference with the student, the principal will read the policy, rule, or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule, or regulation.
- c. The student will be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
- d. If it is concluded that a suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.
- e. The principal will immediately notify the parent by phone and in writing that the student is being suspended from school by the principal. Elementary and middle school students will not be dismissed before the end of the school day without advance notice to the parent.

**3. Immediate Suspension Without a Pre-Suspension Conference:**

- a. A student may be suspended without the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, or to school property, or continued substantial disruption of the educational process.
- b. In such cases, a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

**4. Conference with Parents:**

- a. The principal will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to conference with the principal at the time he/she is notified that a suspension has been imposed. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
- b. At the conference, the principal will read the policy, rule, or regulation that the student is charged with violating and will briefly outline the conduct on the part of the student. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
- c. At the conclusion of the conference the principal will state whether he/she will terminate or modify the suspension.

In all cases, the parent will be informed of his/her right to appeal the suspension agreement with the principal's decision, and he/she will be requested to sign a waiver of review by the Superintendent of Schools and the Board.

**5. Limits On Suspension:**

- a. In no event should a suspension extend beyond the current school semester and succeeding semester unless otherwise provided for by school policy or state law. Suspensions should have a definite commencement and ending date. Indefinite suspensions are not permitted. It is recommended that suspensions beyond 10 days be imposed only in serious situations.
- b. Suspensions should be consistent. One student should not be suspended for a few days and another suspended for an extended period for the same or similar offense.

The principal may take previous conduct and previous suspensions of the student into consideration.

- c. Suspensions until the student performs some remedial actions are not permitted. However, the student may be advised that a suspension of definite length will be terminated at an earlier date if he/she performs some remedial action.

**6. Records and Reports:**

The principal will keep written records of each suspension conference containing the date of the conference, the names of the persons present, and time duration of the conference.

**7. Right of Appeal:**

A parent or the student may appeal the suspension decision of the principal as provided for by school policy.

**8. Short Term Suspension:**

Any suspension of ten days or less shall be subject to appeal pursuant to the School District's Policy on Student Suspensions of Ten or Fewer School Days.

**9. Method of Appeal to A Committee for Suspensions Greater Than Ten School Days:**

A parent of the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education. At the student's and/or parent or guardian's option the appeal may be directly to the Board of Education.

**10. Method of Appeal to The Board of Education:**

- a. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
- b. If no appeal is received within five days, the Superintendent's decision will be final.

**11. Hearing The Appeal:**

- a. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
- b. The parent and student will be notified in writing of the date, time, and place of the hearing.
- c. The parent and student will have the right to an "open" or "closed" hearing, at their option.
- d. Reasonable efforts will be made to accommodate the work schedule of parents.

**12. Procedure for Student Suspension Appeal Hearing Before the Board of Education:**

- a. The Board President should:
  - 1. Announce that the next agenda item is a suspension review hearing for the student stating her/his name.
  - 2. Ask whether the parents/student wish the hearing to be open to the public or in an executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/students request a closed hearing, a motion to go into executive session per their request should be made and voted on.
- b. The Board President should advise the parents/child:
  - 1. That they are entitled to legal counsel if they desire.
  - 2. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.

3. That the parent/child will be given an opportunity to call any witnesses and present any evidence they may wish, subject to cross-examination by the legal counsel for the administration.
4. That the Board will consider the evidence and documents and reach a decision, which will be recorded by a vote in an open session.
5. That parents/child may ask any questions about the procedure.
- c. Following the presentation of a. and b. above, all administration witnesses and documents should be presented, subject to cross-examination.
- d. Parents/child may call any witnesses and present any documents, subject to cross-examination.
- e. After each witness is presented, School Board members may ask the witness any questions.
- f. Parents/child's closing statements.
- g. Administration's closing statement.
- h. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents/child.)
- i. Return to open session and vote. After adopting a motion making a certain finding of fact, the Board must make a motion to (1) affirm suspension; (2) modify suspension (increase or decrease), or (3) revoke the suspension.

### **13. Attendance at School Pending Appeal Hearing**

Pending the appeal hearing before the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending an appeal hearing if in the judgment of the principal:

- a. The conduct for which the student was suspended reasonably indicated that continued attendance by the student pending any appeal hearing would be dangerous to other students or school property; or
- b. The conduct for which the student was suspended reasonably indicates that the continued presence of the student at the school pending an appeal hearing would substantially interfere with the educational process at the school.

### **14. Student Privileges While Under Suspension:**

When a student's behavior justifies suspension, the student forfeits the privilege of participating in the social/academic life of the school. Under most circumstances a student will not be permitted to make up and receive credit for academic work missed while under suspension, nor will a teacher be required to prepare make-up assignments for work (test, lectures, demonstrations, etc.) which ordinarily can be done only by attending the regular class sessions. During the term of suspension, the student will not be permitted to participate in any extracurricular activities offered by the School District, be present at any school-sponsored activity, or on any school premises of the Cleveland Public Schools. Suspended students are not allowed to ride school buses. Under unusual or extraordinary circumstances and/or when the student is identified as disabled, the principal and teacher(s) may approve make-up work for which the student will be given credit.



## **CLEVELAND SCHOOL DISTRICT POLICY ON STUDENT SUSPENSIONS TEN (10) OR FEWER SCHOOL DAYS**

The Board of Education of the Cleveland School District recognizes that student suspensions of ten (10) or fewer school days (referred to as “short-term suspensions”) generally involve less stigma and require less formal due process procedures that are required for suspensions of greater than ten (10) school days (referred to as “long-term suspensions”). Appellate rights in such instances are satisfied in an effective expedient manner by giving the student the right to appeal the suspension decision to a committee composed of administrators and/or teachers. The Board of Education adopts the following policy and procedures for dealing with short-term suspensions.

**1. Right of Appeal:** A student who has been suspended for a period of ten (10) or fewer school days is entitled to pre-appeal rights presently afforded by School District policy to students who have been suspended for periods of greater than ten (10) school days. A student who has been given a short-term suspension, and that student’s parent or guardian have a right to appeal a suspension decision to a committee composed of administrators and/or teachers. A student with a short-term suspension, and his/her parent or guardian shall be informed by the principal of this right and the method of submitting an appeal.

### **2. Method of Appeal to A Committee:**

- a. An appeal to a committee can be requested by letter to the Superintendent of Schools must be received within five (5) days after the principal’s suspension decision is received by the student, or his/her parent or guardian. The suspension decision will become final and non-appealable if a request is not timely submitted.
- b. Upon receipt of the request, the Superintendent of Schools shall confirm that the student’s suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the Superintendent determines that the period of suspension is greater than ten (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

### **3. Hearing The Appeal:**

- a. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student’s conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
- b. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours. Reasonable consideration will be given to accommodate the

schedules of parents or guardians if possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

c. The committee will conduct a full investigation of the student's conduct, read the policy, rule, or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian should be asked by the committee if they understand the rules and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position.

d. At the conclusion of the presentation of evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the confirmation in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

#### **4. Student Privileges While Under Short-Term Suspension:**

a. When a student's behavior justifies suspension, the student forfeits the privilege of participating in the social and academic life of the school. During the term of the short-term suspension, the student will not be permitted to participate in extracurricular activities offered by the School District, be present at any school-sponsored activity, or on any premises of the School District. Suspended students are not to ride school buses.

b. Students suspended short-term will be expected to do all assignments during the suspension. Thirty percent (30%) will be deducted from all daily assignments during the suspension. A grade of seventy percent (70%) will be the maximum a student may earn for daily work during the suspension. Tests will be given full credit. At the discretion of the principal, students under short-term suspension may be in-house or out of school.

### **CLEVELAND SCHOOL DISTRICT POLICY FOR SUSPENSION OF DISABLED STUDENTS**

#### **1. Short-Term Suspension:**

The School District may suspend a disabled student for a period of ten consecutive days or less for any conduct that would warrant suspension for a non-disabled student. The School District will follow its policy and procedures for the suspension of non-disabled students in conjunction with the short-term suspension of disabled students.

#### **2. Long-Term Suspension:**

Before implementing the suspension of a disabled student for more than ten consecutive school days, the District will notify the student's parent/guardian in writing of the proposed suspension and convene a meeting of the student's I.E.P. team. This team will determine whether the additional evaluation of the student is necessary and if the misbehavior for which suspension is proposed is related to the student's disability.

**3. Emergency Suspension:**

If the student poses an immediate threat to his/her own safety or the safety of others, the School District may immediately suspend the student for up to ten school days. During the suspension period, the student's I.E.P. team will meet to determine whether the misbehavior is related to the student's disability and if further evaluation is necessary.

**4. Relationship Between Misbehavior and Disability:**

a. Misbehavior Related to Disability:

If the I.E.P. team determines that the student's misbehavior is related to his/her disability, the team will consider whether the student's current educational placement is appropriate and if any modifications to the I.E.P. should be made. These modifications may include a more restrictive placement. If the I.E.P. team determines that the student's placement should be modified, the School District will give the student's parent or guardian written notice of the proposed modification and allow at least ten calendar days for a response. The School District will also advise the parent that the student is entitled to all due process procedures available under the Individuals with Disabilities Education Act (IDEA) and applicable state policies and procedures. The School District will maintain the student's current placement during the ten-day period unless the student's parent or guardian agrees to the modification before the period expires or an emergency suspension is necessary under Section 3 or 5 of the policy. If the I.E.P. team determines that the student's disability is related to his/her misbehavior, the School District will not suspend the student as discipline for the misbehavior.

b. Misbehavior Not Related to Disability:

If the IEP team determines the misbehavior is not related to the student's disability, the child may be suspended from school as discipline for the misbehavior. If the School District proposes a suspension that will cause the student's days suspended to total more than ten during the current school year, the School District will give the student's parent/guardian written notice of the proposed suspension and allow at least ten calendar days for a response before implementing the suspension. The School District will also advise the student's parent or guardian that the student is entitled to all due process procedures available under the IDEA and applicable state policies and procedures, as well as the due process rights available to a disabled student for whom suspension has been recommended. The School District will not implement the suspension during the ten-day period unless the student's parent or guardian agrees to the suspension before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy.

**5. Stay-Put:**

If either the student or the School District initiates due process proceedings under the IDEA, the student will remain in his/her current educational placement until those proceedings have been completed, unless the School District and the parent/guardian agree otherwise or

Section 8 of this policy applies. However, if the student poses an immediate threat to his/her own safety or the safety of others, the School District may bring a civil action to enjoin the student from attending school for the duration of the due process proceedings or seek other appropriate relief.

**6. Continuing Educational Services:**

The School District will not provide educational and/or related services to disabled students during short-term suspensions. The School District will provide appropriate educational and/or related services during long-term suspensions to any student who is categorized as disabled under the IDEA, whether or not the student's misbehavior is related to his/her disability. The student's I.E.P. team will determine an appropriate educational program for the student during the term of the suspension.

**7. Multiple Suspensions:**

The School District may suspend a disabled student for multiple periods of ten consecutive days or less. When the student has been suspended for a total of 11 days during the current school year, the School District will implement the procedures described in Sections 2 and 4 of this policy for any subsequent suspension.

**8. Suspension For Violation Of Gun-Free Schools Act:**

If a disabled student violates the Gun-Free Schools Act by bringing a firearm to a school under the jurisdiction of the School District, the School District will follow the above procedures, with the following exceptions:

- a. **IF** the student's I.E.P. team determines that the misbehavior is not related to the disability, the student may be suspended from school. The I.E.P. team may determine that the student will receive continued educational services during the suspension in an alternative educational setting (i.e., an alternative school or a home-based setting) and may implement that placement **immediately**.
- b. **IF** the student's I.E.P. team determines that the misbehavior is related to the disability, the student may not be suspended from school. However, the I.E.P. team can determine that the student's placement should be changed to an alternative education setting (i.e., an alternative school or in a home-based setting) for up to 45 calendar days and may implement that placement **immediately**.

During the time in which the child is in the alternative education setting, the I.E.P. team should convene to review and change, if appropriate, the child's placement, or if necessary, bring a civil action to enjoin the student from returning to school at the end of the 45-day period.

- c. **IF** the student's parent or guardian requests a due process hearing challenging any aspect of the team's decision, the student's alternative education placement will be his/her stay-put placement during the pendency of the due process proceedings.

**9. Suspension from Transportation:**

The School District may suspend a disabled student from transportation as a disciplinary measure during the period of suspension. The School District will reimburse the student's parent/guardian or his/her designee for the reasonable cost of transporting the student to and from school. If a student is suspended from school for any reason, the student will be allowed to make up the work that was assigned in his/her absence.

### **FERPA (NOTIFICATION OF RIGHTS UNDER FERPA AND PPRA)**

The Family Educational Rights & Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These include:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the principal (or appropriate school official), clearly identify the part of the record they want to be changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or a 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. Additional rights under the Protection of Pupil Rights Amendment (PPRA) afford parents certain rights regarding the administration of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

- i. Political affiliations or beliefs of the student or student’s parent;
- ii. Mental or psychological problems of the student or student’s family;
- iii. Sex behavior or attitudes;
- iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
- v. Critical appraisals of others with whom respondents have close family relationships;
- vi. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- vii. Religious practices, affiliations, or beliefs of the student or parents; or
- viii. Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a student out of —

- i. Any other protected information survey, regardless of funding;
- ii. Any non-emergency, invasive physical exam or screening required as a condition of attendance, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
- iii. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use –

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

5. Parents and eligible students may obtain a copy of the district’s student records policy from their building principal or the superintendent’s office.

6. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA or PPRA. The name and address of the office that administers FERPA and PPRA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5901.

### **Field Trips**

One of our goals at Cleveland Intermediate School is to provide all students with learning opportunities outside of the classroom in the form of a field trip. However, the administration team at Cleveland Intermediate School reserves the right to revoke a student from attending a field trip for any reason.

All field trips will be led and supervised by the staff of Cleveland Intermediate School.

### **Asbestos Annual Notification**

Cleveland Public 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 school is being continually monitored and is inspected every six months. It is also inspected by the E.P.A. every three years. The Asbestos Management Plan Handbook is available at each school site and at the Superintendent's Office.

### **Insurance**

Public schools do not carry insurance on students, except when being transported in school vehicles. The school system 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 Oklahoma school districts.

### **Bed Bugs**

Bed bugs are usually active at night when people sleep. They are usually not seen during daylight hours. Although bed bugs are becoming a very common problem, they are not known to transmit diseases. The home of any person can be infested by bed bugs, regardless of gender, race, or economic status. If a suspected bed bug is found on a student, the following protocol will be followed:

1. The student will not be sent home. The parent, legal guardian, or person responsible for the student's care will be notified.
2. The student will temporarily be removed from the classroom. An inspection of clothing, belongings, etc. will be done in a confidential and private area.
3. There will be positive identification of the bug by a pest management company. If positive identification, appropriate actions will be taken.

4. Provide the student with plastic bags, or a plastic bin in which to store their belongings while they are at school.
5. Reduce the number of items that the student has to transport between school and home.
6. Regularly inspect the student's desk and/or locker for bed bugs.
7. Avoid the accumulation of clothes, shoes, and boots in the classroom.

### **Head Lice**

Any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice and is safe to return to school. [O.S. § 15-1210.194]

Any child prohibited from attending school due to head lice shall not be allowed to re-enter school until the parent/guardian brings the child to school and the school nurse or principal's designee has cleared the child.

#### *Procedure for Head Lice:*

**1st time** - Send home. The nurse will explain treatment for the child, family, and home as well as the procedure for having the child cleared to return to class. The child must be seen by the nurse or office staff and cleared for each incident before being allowed to return to class or ride the bus after being sent home for head lice.

**2nd time** - Send home. The nurse will review procedures with the parent or guardian. The nurse will let families know of additional resources.

**3rd time** - **Send home. The nurse will notify DHS.**

**4th time** - Send home. The nurse will notify DHS.

**5th time** - Send home. Parents/guardians will be required to attend the Cleveland Public Schools/Pawnee County Truancy board with the district attorney.

### **Illness or Injury**

In case of illness or injury, the school secretary, school nurse, or a member of the school staff will care for a student.

- School personnel will render first aid treatment if needed.
- If **emergency** medical treatment is necessary, the parents will be contacted. If needed emergency medical personnel will be contacted (911). If parents are not available, the student will be taken to the emergency room.
- An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at school.

**YOUR CHILD NEEDS TO BE FREE OF FEVER, DIARRHEA OR VOMITING FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL**

### **Medication**



When a physician recommends a child be given medication, the legal guardian or parent must complete a form indicating the kind of medicine and a release to administer the medication. This form will be kept on file in the office along with all medications. **Students who take medication on a daily basis must be responsible to remember to come to the office for dispensing medication at the proper times. Students are not allowed to keep medications on their person.**

- The term medicine as used in this policy means “non-prescription medicine” and “filled prescription medicine.” Filled prescription medicine is prescription medication contained in a prescription vial with a label that correctly states the name and address of the pharmacy, date of filing, name of the patient, name of prescription, prescription number, and directions for the administration of the medicine.
- Only the school principal or designee shall be authorized to administer medicine at school.
- No medicine shall be administered unless the parent or guardian of the student requiring medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the office of the school the student attends and complete and sign the “parental authorization form.”
- Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label or as otherwise authorized in writing by the child’s physician. All medicine shall be properly stored and not readily accessible to a person other than the person who will administer the medication. All medication brought to school shall be registered with the principal or designee.
- The school will keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medicine which was administered, the dosage of the medicine was administered and the time the medicine was administered. *The Log of the Administration* will be used to keep the record of all medicine.

### **Meningococcal Disease**

Oklahoma State Law 70 § 1210.195 requires dissemination of the following information on Meningococcal Disease: Source: Communicable Disease Division — Oklahoma State Department of Health

**What is Meningococcal disease?** Meningococcal disease is caused by the bacteria *Neisseria meningitidis*, which also causes meningococcus. This bacterium can infect the blood and cause septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

**How is the disease spread?** Meningococcal disease spreads through direct contact with the saliva or respiratory droplets from the nose and throat of an infected person.

**Who is at risk of getting this disease?** Some groups of people have a higher risk of meningococcal diseases, such as first-year college students living in dormitories or new

military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had the disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increases the risk of meningococcal disease. Infants are at the highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

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

**How soon do the symptoms appear?** Symptoms may appear two to 10 days after infection, but usually within three to four days.

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

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

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

### **Measles**

Due to an increasing number of measles cases being reported to the Centers for Disease Control, the District has enacted this policy as a part of its effort to prevent and control the spread of communicable diseases in the school environment, and to maintain a safe and healthy environment for all students and employees. The Oklahoma State Department of Health has identified measles as a highly infectious disease for which an employee or student should be excluded from work or school until free of the disease, and which may require a written statement from the health department or a healthcare provider before the employee or student is permitted to return to work or school.

### **Immunizations**

See Oklahoma state requirements for Immunizations on the Oklahoma Department of Education website:

[https://www.ok.gov/health2/documents/IMM\\_Parents\\_School\\_Vaccines\\_Requirements\\_OK\\_English.pdf](https://www.ok.gov/health2/documents/IMM_Parents_School_Vaccines_Requirements_OK_English.pdf)

### **School Pictures**

Individual pictures will be taken in the fall and the spring. There will be an opportunity for retakes in the fall, but retakes are not offered with the spring pictures. Pictures will be taken on the following dates this School Year:

Individual Pictures for Yearbook:	August 29, 2023
Individual Picture Retakes for Yearbook:	September 25, 2023
Group Pictures:	September 25, 2023
Individual Spring Pictures (No Retakes):	April 3, 2024

### **Public Officials**

School personnel is required by law to report and cooperate in the Department of Human Services investigations. Some investigations may require Department of Human Services officers to question students while at school. It is the responsibility of the Department of Human Services to contact parents concerning any investigation.

### **Retention**

At the 3-5th grade level, multiple indicators are used to determine student retention. Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss students' progress. At the end of the fourth nine weeks, if the criteria for retention are met, an intervention team (consisting of the principal and select teachers) will make a final recommendation for retention. The following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs and (g) other

criteria. If a recommendation for retention is made, parents will be informed in writing of the team's decision and the parent's options.

### **Bullying Policy**

Any student who is or has been subjected to bullying by another student, or knows of any student who is, or has been, subjected to bullying should report all such incidents to the principal, teachers, or other staff members.

## **CLEVELAND PUBLIC SCHOOL BULLYING POLICY**

### **Cleveland Public Schools District Policy for Prevention of Bullying at School**

*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 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.*

#### **I. Prohibition of Incidents of Bullying**

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 the use of electronic communication specifically directed at students or school personnel.

#### **II. Definitions**

The following words and terms used in this policy shall have the following meaning:

**"At school"** means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

**"Bullying"** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, 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 another wireless telecommunication 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.

### **III. School Bullying Prevention and Intervention**

Every school site in this district shall ensure compliance with the following strategies for bullying prevention and appropriate intervention when incidents of bullying occur at school:

**A. Bullying Prevention Officers.** The principal of each school site in this district shall designate at least one Bullying Prevention Officer ("BPO") who shall be the primary point of contact to receive reports of incidents of bullying. The duties of the BPO shall be as follows:

1. To receive, promptly review, and track reports of incidents of bullying;
2. To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
3. To establish a method for receiving anonymous reports of incidents of bullying;
4. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
5. To educate the school and community about bullying prevention measures; and
6. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
7. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of 70 O.S. § 24-100.4(F) and accompanying regulations at 210:10-1-20;
8. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures pertaining to bullying prevention; and
9. Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

**B. Training and education in school bullying prevention and intervention.** All school administrators and school employees at each school site shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. § 24-100.4(A) and 210:10-1-20. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

**C. Safe School Committee.** Every school site in this district shall establish a Safe School Committee that meets the requirements of 70 O.S. § 24-100.5(A). At least one of the members of the Committee shall be a BPO designated at the school site. The duties of the Committee shall be the duties set forth in 70 O.S. § 24-100.4(B).

**D. Bullying Prevention Programs.** Every school site in this district shall implement a research-based educational program as designed and developed by the State Department of

Education for students and parents in preventing, identifying, responding to, and reporting incidents of bullying

#### **IV. Reporting Incidents of Bullying**

The system of incident reporting at every school site in this district shall ensure that students are encouraged to report incidents of known bullying and shall remove unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring the availability of reporting procedures during the school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, school sites shall, at a minimum follow the following procedures: Such procedures shall, at a minimum, address all of the following requirements:

**A. District Bullying Report Form.** Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the “District Bullying Report Form” which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.).

**The District Bullying Report Form** shall be designed to facilitate reporting of incidents by all ages, and shall, at a minimum, include all of the following items:

1. Date and approximate time of the incident;
2. Location of the incident;
3. Name(s) of all individuals at whom the incident was directed or who were affected by the bullying behavior;
4. Name(s) of all individuals who initiated or encouraged the bullying behavior;
5. Name(s) of all individuals who witnessed the incident or may have information pertaining to the incident;
6. Description of the incident, including:
  - (i) Identification of all inappropriate behaviors;
  - (ii) Identification of any types of alleged harassment on the basis of race, color, national origin, gender, sexual orientation, religion, or disability;
7. A description of the types of behaviors used to harass, intimidate, or threaten a student.

Examples include, but are not limited to the following:

- (i) Gesture, written, or verbal expressions (e.g., written or verbal threats, obscene gestures directed toward a student);
- (ii) Physical acts (e.g., physical fights, assault, or attack);

- (iii) Electronic communication (e.g., cell phone, instant messaging, email, social networking, audio or visual images);
  - (iv) Damage to a student's property (e.g., stealing, hiding, or damaging property);
  - (v) Threatening another student (i.e., communication leading to a reasonable fear of harm to the person or property of another individual or individual's friends or family);
8. Description of interference with the school's educational mission or the education of the student, including, but not limited to:
    - (i) Detrimental changes in school attendance (e.g., absences or tardies; missing all or part of a class or a school day);
    - (ii) Detrimental changes in student performance (e.g., student grades, assessments);
    - (iii) Detrimental changes in participation in school activities (e.g., the student demonstrates fear or avoidance of interaction with other students during activities, lunch, bus, recess);
  9. Identification of any physical evidence of the conduct (e.g., written notes, emails, property destruction, voicemail messages, audio or video recordings);
  10. Any other information which could potentially assist school officials in the investigation of the incident;
  11. Name of individual reporting the incident and contact information at which the individual reporting the incident may be reached to seek additional information (unless the form is for the purpose of anonymous reporting);
  12. Relationship of the individual reporting the incident to the individuals involved in the incident.

**B. Individuals who may report incidents of bullying.** Incidents of bullying at each school site in this district may be reported by any student, parent, school employee, or member of the public. Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's BPO. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.

**C. Privacy and confidentiality.** Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.

**D. Anonymous reporting.** In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in this district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.

**E. Tracking reports of incidents of bullying.** All reports of bullying shall be tracked using methods that will enable the BPO and administrators of each school site to identify emerging patterns of bullying over extended periods of time.

## **V. Response to Reported Incidents of Bullying**

Every school site shall follow the following procedure in response to reported incidents of bullying. Upon receipt of a report of a bullying incident, the BPO shall take immediate steps to:

- A. Separately interview the individuals involved in the incident and witnesses to the incident to assess and ensure the safety of all individuals involved in the incident pending investigation of the incident;
- B. Locate and secure any records or physical evidence relating to the incident;
- C. Promptly notify the parent(s)/legal guardian(s) of all individual students involved in the incident and the steps taken by the school administration to ensure the safety of the students pending investigation of the incident; and
- D. Contact law enforcement if an incident reported involves an immediate threat to school safety or immediate harm to the safety of an individual student.

## **VI. Investigation, Determination, and Documentation of Reported Incidents of Bullying**

The principal of each site shall be the individual responsible for investigating incidents of bullying unless the principal designates another school official at the site as the individual responsible for the investigation of the incident. The procedure for the investigation of a reported bullying incident shall, at a minimum, meet all of the following requirements:

**A. Initiation of investigation.** Within three (3) school days of receipt of a report of an incident of bullying, the school principal or designee shall initiate an investigation of the reported incident. All interviews with individuals involved in the incidents, their parent(s)/legal guardian(s), and/or witnesses shall be documented. A student's parent/legal guardian or attorney shall be permitted to be present at the interview of a student upon request of the student or the student's parent/legal guardian.

**B. Documentation of investigation.** All investigations shall be documented on a form that includes, at a minimum, all of the following information:

1. The date that the report of the incident was received by the BPO;
2. The date the investigation of the report was initiated;
3. The name and title of the individual(s) assigned to conduct the investigation;
4. Identification of all individuals involved in the incident;
5. Identification of all individuals who witnessed the incident;
6. A summary of the details of the alleged incident;
7. A list of documentation available to investigate the incident; (e.g., a written statement of a student victim, a written statement of student witnesses, medical information, incident forms, police reports);
8. A summary of action taken to investigate the incident (e.g., interviews with alleged victim, offender, perpetrator, and/or witnesses; review of incident reports; review of the history of prior student behaviors; review of evidence);
9. A determination of whether sufficient evidence exists to verify the occurrence of the alleged conduct;
10. Identification of follow-up actions taken with the victim(s) and offender(s);
11. Identification of consequences implemented for the offender(s);
12. Identification of remediation implemented to address harm to the victim(s);



13. Date and method of notification of parents/legal guardians of the victim(s) and offender(s) of completion and findings of the investigation.

**C. Findings and determination of alleged incident.** Upon completion of the review of all facts alleged and available evidence, the school administrator shall:

1. Document all findings of facts;
2. Issue a determination as to whether the occurrence of the incident could be verified based upon the available evidence as follows:
  - (i) Occurrence of the incident was verified;
  - (ii) Occurrence of the incident was unverified due to lack of proof (e.g., inability or unwillingness of victims to assist the investigation or provide evidence in support of the allegations); or
  - (iii) Evidence exists beyond a reasonable doubt to support a conclusion that the incident was falsely reported by an individual as a means of bullying or retaliation or reprisal against a student for reporting an act of bullying.

**D. Notification of results of the investigation.** Upon completion of an investigation, the school administrator shall promptly notify the district, and the parents/legal guardians of the students involved:

1. The findings of the investigation; and
2. Any proposed consequences and remedial measures provided to the individual(s) affected by the incident.

**E. Follow-up referrals for the purpose of student support services.** Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care pursuant to paragraph 13 of this subsection that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

## **VII. Remediation and Consequences for Incidents of Bullying**

**A. Consequences for Individuals Who Commit Incidents of Bullying.** Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented, and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

1. Verbal or written warnings;
2. Conferences with the parent(s)/legal guardian(s) of the students involved in an incident of bullying;
3. Detention;
4. Loss of school privileges;

5. Course and/or teacher reassignment;
6. Prohibition or suspension of participation in school activities;
7. In-school or out-of-school suspension in accordance with the provisions of 70 O.S. § 24-101.3 and district policies and procedures pertaining to student discipline;
8. Restitution of a victim's property that has been damaged as a result of the bullying incident;
9. Reassignment, suspension, and/or termination of school employment;
10. Referral to law enforcement.

**B. Factors for Determination of Consequences for Incidents of Bullying Behavior.**

Every school administrator shall determine consequences for incidents of bullying behavior on a case-by-case basis in a manner that is proportionate to the severity of the conduct. Consequences for verified acts of bullying behavior shall be applied in such a manner as to ensure fair and impartial application of consequences (e.g., a student's academic or athletic status shall not be considered as a factor for the determination of appropriate consequences). In determining what consequences are appropriate for an individual determined to have perpetrated an incident of bullying, every school administrator shall include the following factors in the consideration:

1. If the individual who perpetrated the incident was a student:
  - (i) The age of the student;
  - (ii) The life skills of the student;
  - (iii) The grade level of the student;
  - (iv) The mental, physical, and emotional development level of the student; and
  - (v) Personal obstacles such as a history of abuse suffered by the student or a negative family situation.
2. The existence of any previous bullying behavior or continuing or ongoing pattern(s) of behavior by the perpetrator;
3. The circumstances in which the incident occurred;
4. The nature and severity of the bullying behavior involved in the incident;
5. The nature and severity of harm to the victim of the incident, including:
  - (i) Consideration of documented physical, mental and emotional distress resulting from the incident; and
  - (ii) The existence of any mental, physical, or health conditions of the victim exacerbated by the incident;
6. The relationship between the individuals involved; and
7. The potential for future violent conduct.

**C. Factors for Determination of Consequences for False Accusations.** Every school administrator shall determine consequences for incidents in which an individual intentionally and knowingly reports a falsified accusation of a bullying incident as a means of bullying or as a means of retaliation or reprisal against another student in response to a previously reported incident of bullying. Consequences shall be sufficient to deter false reports of conduct, but not so severe as to deter credible reports of bullying incidents. All of the following factors shall be considered in determining appropriate consequences for a falsified accusation:

1. The status of the individual (i.e., student, employee, volunteer, etc.);
2. If the individual who made the false accusation was a student:
  - (i) The age of the student;
  - (ii) The life skills of the student;
  - (iii) The grade level of the student;
  - (iv) The mental, physical, and emotional development level of the student; and
  - (v) Personal obstacles such as a history of abuse suffered by the student or a negative family situation.
3. Whether the individual who falsely accused another student of bullying has been the perpetrator of previous bullying incidents;
4. The nature and severity of the bullying behavior involved in the incident; and
5. The circumstances in which the incident occurred.

**D. Determination of Remediation Measures in Response to Incidents of Bullying**

**Behavior.** Every school site shall implement appropriate remediation measures in response to incidents of bullying. Remediation measures shall include strategies for the protection of all persons involved in incidents of bullying, including targets and perpetrators of the bullying incident, and family members affected by the bullying incident. Such remediation measures shall

be designed to prevent further incidents of bullying and to increase safety for the individuals involved in incidents of bullying as well as all individuals at each school site. Examples of appropriate remedial measures in response to incidents of bullying may include, but shall not be limited to, one or more of the following:

1. Referral of students involved in incidents of bullying to appropriate support services, including school or community counseling services, mental health treatment, or therapy services;
2. Academic intervention;
3. Programs of age-appropriate instruction for students to support a student's life skills (e.g., conflict resolution, problem-solving skills, life skills, social skills, anger management).
4. Parental education programs;
5. Peer support groups;
6. Modifications of student schedules;
7. Modification of hallway traffic at the school site;
8. Increased supervision;
9. Increased use of monitors or monitoring equipment in school facilities, hallways, cafeterias, playgrounds, and/or buses.

**VIII. Annual Notice of School Bullying Prevention Policy**

Every school site shall implement a strategy for publicizing and distributing of this policy and all accompanying forms and procedures for reporting and investigating incidents of school bullying. Publication and distribution shall comply with the provisions of 70 O.S. § 24-

100.4 and 210:10-1-20, and shall at a minimum meet all of the following requirements:

- A. An annual written notice of the bullying policy shall be provided to parents, guardians, staff, volunteers, and students at each school. Notice of the policy shall be posted at various locations within each school site, including, but not limited to school cafeterias, bulletin

boards, and administration offices. The written notice provided to students shall be written in age-appropriate language to ensure comprehension by younger students and provided with accommodations as necessary to ensure accessibility to students with disabilities.

B. A copy of this policy shall be posted on the Cleveland Public Schools website. In addition, each school site that has its own separate website shall post a copy of this policy and all accompanying forms and procedures on its website.

C. Each school site shall include a copy of this policy in its student and employee handbooks.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Students may report to a teacher, counselor, or principal. The report will be investigated by a building 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.

### **Technology**

#### **ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES**

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone, or other digital or electronic devices.

As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct that is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, the district also provides each student with a Chromebook. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student is required to return the Chromebook at the conclusion of the school year in the same condition the Chromebook was issued to the student, minus normal wear and tear. In the event the Chromebook is damaged, lost, or stolen, the student's parent agrees to reimburse the district in accordance with the fee schedule attached to the Chromebook Use Agreement.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening, or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics that are considered harmful to minors. The district's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district's privacy settings by accessing blocked content through alternate Section 12 – Page 3 methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view, or distribute materials that are inappropriate or create a hostile environment.

#### **Internet Access - Terms and Conditions.**

Acceptable Use - Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication that disrupts the education environment - even if that communication is made outside of school or on personal equipment.

Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening, or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings, or information that is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

### **Cleveland Public Schools - District Technology Policy**

Students are responsible for good behavior on school computer networks as well as in the use of all technology. The students will be held to the same rules and accountability in matters dealing with technology as they are with speech communication, peer interaction, vandalism, etc.

Access to the Cleveland Public Schools Wide Area Network (*WAN*) and its resources including content-filtered Internet service is provided for students to conduct research and communicate with others. Access to the WAN and content filtered Internet service is given only to students who agree to act in a considerate and responsible manner, who have been presented with the complete District technology policy via writing, attended a meeting explaining that policy, and have a signed parent permission slip and Internet contract on file. Students who use the Internet without these forms on file are subject to in-house suspension, detention, or suspension.

Computer storage areas are treated as school lockers. Administrators and teachers may review files, disks used in class, and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the district computers, district file servers, disks used in class, or communications using the district's network resources will be private.

All other technologies such as calculators and presentation equipment are to be handled with care. Appropriate use is required at all times. Instruction from qualified staff on the use of any technology device is required prior to the student using it.

The following are examples of inappropriate usage of technology:

1. Sending, receiving, or displaying offensive messages, pictures, or computer viruses.
2. Using obscene language
3. Harassing, insulting, or attacking others

4. Damaging computers (i.e. hardware and software), computer systems, computer networks, peripherals, and presentation equipment
5. Violating copyright laws
6. Using another's password
7. Trespassing to another 's folders, work, or files
8. Intentionally wasting limited resources or time
9. Employing the internet for commercial purposes
10. Accessing unapproved materials, services, sites, or files

Violations may result in loss of access as well as other disciplinary or legal action. Cleveland Public Schools reserves the right to seek monetary reimbursement for the malicious destruction of property including parts and labor for total replacement or repair of the equipment and/or software as deemed necessary by administrative representatives.