

CLEVELAND PUBLIC SCHOOLS

Cleveland Primary School Handbook

**Be Respectful
Be Responsible
Be Ready to Learn**



2025 - 2026

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Board of Education

Richard Forbes

Larry Brown

Danny Ward

Kristina Horine

Cullen McCowan

ADMINISTRATION & DIRECTORS

Sol Bayouth	Superintendent	918-358-2210 ext. 200
Sherri Pankhurst	Asst. Superintendent	918-358-2210 ext. 200
Kelli Sloan	Principal	918-358-2210 ext. 701
Leigh Ann Sheets	Asst. Principal	918-358-2210 ext. 702
Valerie Vaughan	Secretary	918-358-2210 ext. 5
Sarah Hanna	Secretary	918-358-2210 ext. 5
Rachel Williams	Director of Student Support Services	918-358-2210 ext. 203
Cindy Proctor	Director of Child Nutrition	918-358-2210 ext. 408
Isiah Polk	Director of Transportation	918-358-2210 ext. 604
Troy Rhoads	Executive Director of Technology	918-358-2210 ext. 202
Daniel Brimmer	Director of Athletics & Maintenance	918-358-2210 ext. 553

SCHOOL PERSONNEL

Pre-K	Kindergarten	1st Grade	2nd Grade
Kellie Potts	Emily Brown	Brenda Ellis	Kelli Callahan
Terena Roe	Logan Kinard	Kathy Fuss	Leslie Davenport
Melissa Ropp	Candace Morton	Tabitha Hewitt	Halle Frazier
Dixie Torres	Alisha Smith	Kourtnee Pense	Raquel Frazier
		Tori Willcox	Brittany Fulton

Valerie Vaughan
 Sarah Hanna
 Norma Robertson
 Jeremy Bartley
 Shelley Tunin
 Ashly McCowan
 Jenni Hough
 Christal Whited
 Elizabeth Sorenson
 Ginger Born
 Coeise Scott
 Kristi Shoemake
 Sue Goza
 Sandina Stallard
 Shelly Ervin
 Hattie Frazier
 Shelley Branch
 Ashley Bevill
 Ashley Smith
 Masyn Hunter
 Liz Dekker
 Sumer Gordon
 Rachel Smith
 Georgina Weldon
 Caitlyn Johnson
 Dyamond Shillingstad
 Karen Worley
 Stacy Youtsey
 Robin Worley
 Lea Roberts
 Paula Donnelly
 Noah James
 Arletta Wiley

Secretary
 Secretary
 Nurse
 School Resource Officer
 Librarian
 Computers
 Physical Education
 Music
 Special Education
 Special Education
 Speech Pathologist
 Speech Pathologist
 Occupational Therapist
 Title 1 Reading
 Reading Interventionist
 Math/Student Support
 PK Aide
 PK Aide
 PK Aide
 PK Aide
 Paraprofessional
 Paraprofessional
 Paraprofessional
 Paraprofessional
 Paraprofessional
 Paraprofessional
 Custodian
 Custodian
 Custodian Supervisor
 Food Service
 Food Service
 Food Service
 Food Service

Mission Statement

At Cleveland Primary School, we are dedicated to fostering an environment of hope and empowerment for every student. Our mission is to inspire confidence in our students' ability to achieve their dreams, ensuring a successful future and a healthy life. We strive to create a nurturing and inclusive community where every child feels valued, supported and encouraged to reach their full potential. Through innovative teaching, compassionate guidance and a commitment to excellence, we prepare our students to be lifelong learners and responsible, confident citizens.

School Creed

I am a Cleveland Primary Student.

I am smart.

I am kind.

I am important.

I am responsible for my own actions.

I can be anything I want to be.

I know my teachers love and believe in me.

I have potential.

I can succeed.

I am respectful.

I am responsible.

I am ready to learn.

From the beginning of the year to the end of the year, 70% of students will meet or exceed their projected RIT growth on the MAP Growth assessment.

Attendance and Enrollment

Residency and Enrollment - Fully policy can be found at <https://www.clevelandtigers.com/policy-and-procedures/> in the first 10 pages of Section 10

Documents needed to enroll in school - Birth Certificate, Proof of Residency, Immunization Records, Completed enrollment information packet.

Documents verifying residency in the district can be physical address mail with guardian name listed, utility bill, or lease agreement.

State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Children who are foster children are granted residency in the district if they attended the district prior to entering foster care, if their current or prior foster family is/was a resident of the district, or if another child in their current foster home attends school in the district pursuant to a transfer. The district does permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under OKLA. STAT. tit. 70 § 1-113.

The McKinney-Vento Homeless Assistance Act (the “Act”) applies to all children and youth who lack a fixed, regular, and adequate nighttime residence, such as a children living in homeless shelters, domestic violence shelters, runaway and homeless youth shelters, transitional living facilities, cars, campgrounds, motels or children and youth living doubled up, and homeless and migratory children. The Act provides that homeless children and youth: do not need a permanent address to enroll in school; have a choice of school placement; cannot be denied school enrollment because school records or other enrollment documentation are not immediately available; have the right to participate in all federal, state, or local programs and activities for which they are eligible; cannot be isolated or separated from the mainstream school environment; and have the right to receive prompt resolution of any dispute regarding educational placement. Therefore, in accordance with the Act, the district shall make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their education that may exist.

Transfers: Full policy can be found at <https://www.clevelandtigers.com/policy-and-procedures/> on pages 10-15 of Section 10

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

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for: Violation of a school regulation or Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to

have been taken from a student, a school employee, or the school during school activities, or possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.
4. A transfer shall be automatically approved if a student's parent or legal guardian is employed by the District, regardless of District capacity, and so long as the student does not meet one or more of the bases for a transfer denial as set forth in this policy.
5. Any brother or sister of a student who transfers into the District may also attend the District regardless of capacity, so long as the brother or sister of the transferred student does not meet one or more of the bases for a transfer denial as set forth in this policy.
6. A student who has attended the District as a resident student for at least three (3) years prior to then becoming eligible to apply as a transfer student shall be allowed to transfer into the District regardless of capacity, and so long as the student does not meet one or more of the bases for a transfer denial as set forth in this policy.
7. Special needs students become students of the district after three consecutive years of transfer.

Attendance can be found at

<https://www.clevelandtigers.com/policy-and-procedures/> on pages 68-71 of Section 10

The board of education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case, basis.

Excused absence will be granted for the following reasons:

1. Illness of the student or immediate family member;
2. Family emergencies;
3. Death of an immediate family member;
4. Medical appointments
5. Legal matters, including service on a grand, multi-county grand, or petit jury;
6. Travel to and from and observance of holidays required by student's religious affiliation; and
7. Extenuating circumstances deemed necessary by the principal.

It is the responsibility of the parent to notify the school between 7:45 a.m. and 8:30 a.m. if the child is to be absent that day for one of the above reasons. Parents are required to contact the school and provide documentation regarding illnesses, court appearances, first attempts for driver's license, family emergencies or other reasons for student absence. The student must make up all work missed, and, if timely submitted, the district will accept it at full credit. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Any student and/or parent of a student who exceeds the 90% attendance rule and feels that he or she has extenuating circumstances that explain the absences that exceed this number may request review by the district's attendance committee. The committee will consist of a building level administrator, two teachers and a counselor. This committee may, at the discretion of the superintendent, be the

same as the Internal Activities Review Committee (“IARC”). Consideration will be given as to the reason for the absences (such as extended illnesses of the student or immediate family members as documented by a physician, family emergencies or death of an immediate family member) as well as to the attempts by parents to minimize the absenteeism.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work will be made up with a grade adjustment.

Communication with Guardian for absences listed as **AC (adult contact)** or **A (no adult contact)**

*Any A 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.

Truancy

A student is considered truant when absent from school without the parents’ knowledge or leaving school without permission of the principal or his/her designated representative. Students who are truant will be subject to disciplinary action, including participation in the district’s truancy court process, and will be ineligible to participate in school activities for the day. Truant students will make up all missed work with a grade adjustment.

Tardies

Prek-4th grade students who arrive after 8:15 up till 9:00 am will be counted tardy. After 9:00 am arrival would be counted as absent. Prek-4th students who depart from school before 2:40pm will be counted as absent. After 2:40 pm departure will be counted as tardy.

Chronic Absenteeism

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

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

PRE-K

If a child is absent for any reason, it is the responsibility of the parent/guardian, or other person having charge of that child to notify the school at the beginning of each school day in which the absence occurs. Written documentation of the absence must be received when the student returns for absences in excess of three (3) days. Though enrollment in the Pre-K program is voluntary, CPS maintains a full class load and waiting list for students in the Pre-K program. This policy ensures that students desiring the opportunity to attend the CPS four year old program have the opportunity. The Principal or designee may recommend the withdrawal of the student from the program for the following:

1. Above procedure is not followed
2. Following the student's 10th absence

The principal or designee shall notify a student's parent/guardian in writing upon the student's 5th and 10th absence with an understanding that the 10th absence may carry removal from the PK program. The parent/guardian may ask to convene a conference to discuss the absences.

ENROLLMENT

Children of age five (5) years on or before September 1 through twenty-one (21) years who reside with parents/guardians within the district may attend Cleveland Public Schools. Proof of residency is required.

Children who are at least four (4) on September 1, but not yet five (5) may enroll in the early childhood program of the District, within the constraints of available classroom space. All enrollment procedures for grades K-12 will apply to enrollment in the early childhood program.

Children who are at least five (5) on September 1, and have not attended a public school kindergarten may enroll in a full day kindergarten program.

Children, who are at least six (6) on September 1, may enroll in first grade.

Underage pupils in kindergarten and first grade, who have been in legal school attendance in a public or private school in another state or in a Department of Defense School for military dependents, may enroll.

Students entering Pre-K, kindergarten or first grade for the first time in a public school must present their birth certificates or other legal proof of birthdate, must enroll under their legal name and bring proof of immunizations.

Residency and Enrollment - Fully policy can be found at <https://www.clevelandtigers.com/policy-and-procedures/> in the first 10 pages of Section 10

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Vaccinations

Guide to Immunization Requirements in Oklahoma - 2017-18 School Year

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma.

Please read the bullets below for essential information. For more information refer to the School Administrator’s Guide to Oklahoma’s Immunization Law at:

http://www.ok.gov/health/Disease,_Prevention,_Preparedness/Immunizations/Vaccines_for_School/index.html.



All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. Please read the bullets below for essential information.

Age/Grade	Required Immunizations with Cumulative Doses required		Recommended Immunizations
Child Care <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) □ 1-4 Hib (<i>Haemophilus influenza</i> type B) □ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) □ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
7th-12th	1 Tdap (tetanus, diphtheria, pertussis) • 5 DTaP (diphtheria, tetanus, pertussis) □ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose DTaP is not required.

The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.

If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.

Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.

Students 11 through 15 years of age who have not received any HepB vaccine previously may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

- The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma

If the certificate indicates the immunization procedure has currently been started but not completed, the child may be admitted to school, only if a completion date is agreed upon. If the agreed date is not met, the student will be dropped from school records. I

Academics

Promotion and Retention full policy can be found at

<https://www.clevelandtigers.com/policy-and-procedures/> on pages 1-3 and 25-30 of Section 10

Proficiency Based Promotion

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

See your child's office for more information.

Promotion/Retention and Failing Courses

Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.

Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the steps outlined below: Parents who disagree with the district's decision to promote a student to the next grade may also appeal the decision upon receipt of the student's report card by taking the steps outlined below.

First Level of Appeal

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable.

Second Level of Appeal

The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and nonappealable.

Final Level of Appeal

The parent may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

Student Grades

Report cards will be distributed on a nine week academic period in October, January, March, and May.

Please consult the district calendar for specific dates.

Title I Parent and Family Engagement Policy for Buildings.

For district policy reference Section 10 page 97 of our district policy book.

At Cleveland Primary School, we believe families are essential partners in helping every child grow, learn, and succeed. As a Title I school, we are committed to building strong, respectful partnerships with families through regular communication, meaningful involvement, and shared decision-making.

1. Parent Involvement in School-Level Policy Design (ESSA Section 1116(c)(3))

Parents and family members will be actively involved in planning, reviewing, and improving the school's Parent and Family Engagement Policy through regular collaborative meetings, annual surveys, and representation on committees. The school will ensure transparent communication about the policy and opportunities for involvement via newsletters and the website. Additionally, resources will be provided to help families understand the policy and effectively participate.

2. Offering Flexible Meetings and Supporting Parent Participation (ESSA Section 1116(c)(2))

The school will offer a flexible number of parent and family meetings at various times to maximize participation. These efforts, combined with clear communication and family support resources, ensure that all parents can actively engage in planning, reviewing, and improving the Parent and Family Engagement Policy, fostering a strong partnership that promotes student success.

3. Annual Title I Meeting (ESSA Section 1116(c)(1))

The school will hold an annual Title I meeting to inform families about the school's participation in the Title I program, explain program requirements, and outline parents' rights to be involved. Clear communication and resources will be provided to empower families in this partnership.

4. Informing Parents About the Educational Program (ESSA Section 1116(c)(4)(A-C))

The school will provide timely information about the Title I program through newsletters, the school website, and direct communications to families. Parents will receive clear explanations of the curriculum, academic assessments, and proficiency expectations to help them understand how their children are progressing. The school will offer flexible, regular meetings at various times to

accommodate family schedules, allowing parents to make suggestions and actively participate in educational decisions.

5. Ensuring Participation of All Families (ESSA Section 1116(f))

The school is committed to ensuring full participation of all families, including those with limited English proficiency, disabilities, or migratory children. To achieve this, the school will provide all Title I information, including the Parent and Family Engagement Policy and program updates, in accessible formats and languages families can understand.

6. Parent Involvement in Schoolwide Program Planning (ESSA Section 1116(c)(3))

Parents and family members will be actively included in the joint development of the schoolwide Title I program plan through collaborative meetings, surveys, and representation on school committees. The school will provide timely information about the Title I program, curriculum, assessments, and proficiency expectations in accessible formats.

7. Parent Comments on the Schoolwide Plan (ESSA Section 1116(c)(5))

Parents of participating students who find the schoolwide Title I program plan unsatisfactory may submit their comments through multiple accessible channels, including written feedback, email, or during scheduled meetings and parent advisory committee sessions. The school will ensure these opportunities are communicated clearly and in formats accessible to families with disabilities or limited English proficiency.

8. School–Parent Compacts (ESSA Section 1116(d)(1–2))

The school–parent compact was jointly developed with parents, family members, and staff to outline shared responsibility for academic achievement. The compact describes how the school provides a high-quality curriculum, effective instruction, and a supportive learning environment that meets the needs of all students. It highlights ways parents can support learning by volunteering, participating in decision-making, and engaging in extracurricular activities. To maintain ongoing communication, the school commits to holding parent–teacher conferences at least twice yearly, providing frequent academic updates, and offering reasonable staff access and volunteer opportunities.

9. Building Capacity for Involvement (ESSA Section 1116(e)(1–5,14))

With support from the LEA, the school will build family capacity by helping parents understand academic standards, assessments, and Title I requirements through clear, timely communications. Training sessions and materials will be provided to empower parents to support their children’s achievement both at home and in school. Staff will receive professional development on effective parent engagement strategies to foster strong partnerships. Parents and family members will be actively engaged in planning, reviewing, and improving the Parent and Family Engagement Policy and schoolwide Title I program plan through collaborative meetings, surveys, and representation on committees. Ongoing two-way communication, including frequent academic updates and at least two annual parent–teacher conferences, will ensure families remain informed and involved.

Campus Life and General Information

Visitors

All visitors must check in at the school office, present a valid ID and receive a visitor badge. This policy is in place for the safety of your 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.

Before School Student Supervision

- **Do not leave your child at the school before 7:45. No supervision of students is provided before 7:45 A.M. The school is not responsible for students arriving before 7:45.**

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/guardians. Only names provided by parents and currently in the data system will be permitted to check out students the day of request. Photo identification will be required when checking out a student in person.

Cell Phones and Personal Digital Devices full policy can be found at <https://www.clevelandtigers.com/policy-and-procedures/> on pages 10-13 of Section 12

The district requires that all individuals devote their full attention to education while at school or during education activities. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Personal wireless devices not otherwise prohibited shall be turned off and out-of- sight in locations such as restrooms, locker rooms, changing rooms, etc. (“private areas”). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal.

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. No student will be permitted to access his/her personal wireless device during the school day. The district is not responsible for personal wireless devices.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device at school or school-related activities for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device to:

- send or receive answers to test questions or otherwise engaged in cheating;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

School Telephone

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 emergency. Permission to go to a friend's house or a forgotten assignment are not considered to be emergencies. Please make arrangements each morning as to where your child is to go after school, especially if it is out of the ordinary routine.

Toys/Fidget Spinners

It is at the teacher's discretion to allow toys/fidget spinners (toy cars, trading cards, yo-yos, dolls, etc.). However, if these items become a distraction, bothersome, or a nuisance, then the student can be asked to not bring these items to school anymore.

They must stay in their locker unless permission is given by the child's teacher to bring it into class. If your child needs/requires a fidget, one will be provided that is not a distraction to others.

First offense - teacher will give student a warning and contact parents/guardians.

Second offense - item will be taken to the office where it will remain until a parent requests the item from the office in person.

Dress Code can be found at

<https://www.clevelandtigers.com/policy-and-procedures/> on page 113 of Section 10

The board expects all students to wear attire appropriate for the school environment. Accordingly, the board has established these guidelines for all students.

Clothing: All clothing should be laundered and in good repair. No student is permitted to wear tops/shirts which expose the midriff, back, shoulders or chest. Pants which sag or expose the students' undergarments, pajamas (which are defined as full body pajama material suits or bottoms without a fully secured fly), clothing with offensive or harassing words or images, or clothing which promotes alcohol, drugs or tobacco products are prohibited. All skirts and shorts must be mid-thigh on the student.

Enforcement: This policy may be modified to accommodate a student's expression of a sincerely held religious belief or health concern in all school locations where safety would not be compromised. No student will be permitted to wear clothing/accessories or engage in grooming which poses a safety hazard or is, in the discretion of the administration, offensive or harassing.

The judgment of the principal concerning appropriateness is final.

INSURANCE

Insurance will be made available to all students PK–12 through school. It is not compulsory, and the school is not responsible for payment claims to students or parents.

Lost and Found

The Lost and Found is maintained in the playground 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 June 1st will be donated to charity.

Parties

- Parents/visitors must check in with the front office when attending class parties.
- Store bought treats only may be brought to classroom parties.
- ***No Homemade treats are permitted due to state health codes.***
- Grades PK-2nd will have three scheduled classroom parties: Halloween, Christmas, and Valentine's Day
- Students may only dress up for the Halloween party

Any other parties will have to be arranged with the classroom teacher and approved by the building principal. All parties will be held during the last 30 minutes of the day, or as determined by the principal/teacher.

Invitations to private parties may be distributed at school as long as an invitation is given out to each child in the classroom. Invitations must be given to the teacher to be distributed.

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 follows all state and federal guidelines. 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.

PLAYGROUND

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 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

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

Students must have a written doctor's note to be allowed to stay inside from recess.

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

Child Find

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

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 in safety procedures.

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 fill out a volunteer packet at the superintendent's office, which requires a background check. You may not start volunteering until approval has been received.

Security Cameras on Campus Fully policy can be found in Section 5 at <https://www.clevelandtigers.com/policy-and-procedures/> on pages 25-26

Security cameras may be installed in situations and places where the security of either property or people would be enhanced. When appropriate, cameras may be placed throughout the District, inside and outside of District buildings or vehicles.

Cameras will be used in a manner consistent with all existing District policies; And Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. Generally, an individual has no reasonable expectation of privacy in public places or common areas, including, but not limited to: Classrooms - Offices - Hallways - Parking lots - Cafeterias - District owned or leased transportation

Minute of Silence *Full Policy can be found online under Section 10. Page 49*
<https://www.clevelandtigers.com/policy-and-procedures/>

We will designate approximately one minute of instructional time each school day for the observation of a moment of silence. The moment of silence shall be 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. It is the student's decision as to how to utilize the moment of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

Internet/Technology Information *Full Policy can be found online under Section 12.* <https://www.clevelandtigers.com/policy-and-procedures/>

All internet and technology device use is subject to our user agreement form with parent signature.

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 which is harmful. 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 may offer technology devices to students. 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 technology device provided by the district at the conclusion of the school year in the same condition the device was issued to the student, minus normal wear and tear. In the event the technology device is damaged, lost or stolen, the student's parent agrees to reimburse the district in accordance with the fee schedule attached to the Use Agreement for the technology device.

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. 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 is strictly forbidden. And subject to the

consequences outlined in the student discipline section of Section 10 of our board policy and student handbooks.

Student Surveys

Cleveland Schools believe students should have a voice in the direction of their school buildings. Due to this, student surveys are an integral part of our yearly procedures. Student surveys generated by Cleveland Staff will address specifically curriculum, instruction, or the culture of the school building or district. The State Department of Education of the State of Oklahoma or the other state or national entities will, at times, ask us to distribute student surveys. The parent/guardian of our students has the right to opt out of any survey distributed to their student and the right to inspect any survey. Cleveland Schools will inform the parent of their right to opt out of any survey that is not generated by a Cleveland Staff member.

Inclement Weather or Campus Emergencies

Any disruption to the regular school day will be communicated through school approved mediums of communication (ie Remind, Infinite Campus Messaging). Ensure you are receiving this messages and have not blocked the auto-generated number associated with these platforms. If possible disruptions to the school day including school cancellations will be posted on district social media pages and local news stations. The best way to remain in contact and up to date is through our digital communication mediums of Remind and Infinet Campus.

Parent Bill of Rights *Full Policy can be found online under Section 3.*

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

The board supports parents' efforts to be involved in the district's education programs. Our policy outlines the district's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights. Parents have the right be involved in their minor child's education, including directing that

education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- ▪ safety, general order and discipline
- ▪ academic or extracurricular activities
- ▪ classroom instruction
- ▪ security/surveillance of the buildings or grounds
- ▪ photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

Our policy found at *under Section 3*. <https://www.clevelandtigers.com/policy-and-procedures/> provides a listing of rights for parents:

Field Trips

One of our goals at Cleveland Primary 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 Primary School reserves the right to revoke a student from attending a field trip for any reason.

Parent participation on field trips is at the discretion of the teacher(s) as well as the location we are attending. If parents attend, they will not be allowed to ride on the bus.

NUTRITION

School Breakfast and 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.

Lunch and Breakfast Prices

Cleveland Schools is currently a partner in the federal Community Eligible Provision Grant. Which includes free breakfast and lunch for ALL Students. TO REMAIN ELIGIBLE FOR THIS GRANT WE NEED 100% PARTICIPATION IN THE HOUSEHOLD SURVEY

Household Survey

Participation in this survey is mandatory for participation in our community wide free breakfast and lunch program. It simply asks how many people live in your household and the income range of the household. This data keeps us eligible for this amazing service.

LUNCHROOM RULES PK-2

- Parents may bring food for their child only
- Students will not be permitted to share drink/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 8:15 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.

HEALTH

Head Lice and Bed Bugs

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

1. Send home. Nurse will explain treatment for the child, family and home as well as the procedure for having the child cleared to return to class. 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.
2. Send home. Nurse will review procedures to parent or guardian. The nurse will let families know of additional resources.
3. Send home. Nurse will notify DHS.
4. Send home. Nurse will notify DHS.
5. Send home. Parents/Guardian will be required to attend Cleveland Public Schools/Pawnee County Truancy board with district attorney.

Subsequent absences after initial date of contact with nurse will be documented in CPS attendance policy.

Bed Bug

The District is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of the school community but will attempt to avoid embarrassment to an affected individual as practical given the totality of the circumstances.

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

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

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

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

Care of Students with a Known Bed Bug Infestation at Home

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

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

Screenings

We would like to inform parents/guardians that your child may participate in one or all of the following screenings: Developmental, Speech-Language, Hearing, Dental, and Vision.

See Appendix for permission form.

Medicine Administration at School.

Full policy on medicine can be found on Section 10 pages 54-63 in our policy book online or Section 3 pages 131-134 in our policy book online.

Thank you for allowing Cleveland Public Schools to partner with you in supporting your student's health needs during the school day. Below are important guidelines for the drop-off, pick-up, and administration of student medications. Additional details can be found in the Cleveland Schools Student Handbook, district policy documents, and on the Oklahoma State Department of Education website.

1. **Medication Drop-Off:** All prescription and over-the-counter (OTC) medications must be brought to the school's main office by an adult (18 years or older) who is not a current Cleveland Public Schools student.
2. **Parental Consent:** A parent or guardian signature is required before any medication can be administered to a student at school.
3. **Controlled Substances:** These must be counted at drop-off and pick-up by a school staff member authorized to administer medications, with signatures from both the parent/guardian and staff. No exceptions will be made.
4. **Narcotics:** Due to their potential to impair a student's alertness and safety, narcotics will not be administered during the school day.

5. **Self-Carry Exceptions (Grades 6–12 Only):** Students in grades 6–12 may carry and self-administer inhalers, EpiPens, and pancreatic enzymes with written permission from both a physician and a parent/guardian.
6. **FDA Approval Requirement:** Cleveland Public Schools staff may only accept and administer medications that are FDA-approved for student use.
7. **Short-Term OTC Medications:** Over-the-counter medications may only be held and administered for up to 10 school days without a written physician's order.
8. **Aspirin Products:** Aspirin and aspirin-containing products (such as Pepto-Bismol, Excedrin) may not be administered without a doctor's order.
9. **Medication Disposal:** Medications left at the school at the end of the year or when a student withdraws from the district will be disposed of per Cleveland Public Schools policy.
10. **Emergency Medication on Hand:** The district does not maintain a stock supply of student medication, with the exception of a school-issued albuterol inhaler available for use in respiratory emergencies.

For any questions or concerns regarding medication administration, please contact your student's building principal or the Registered Nurse assigned to your student's school site.

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 or have the doctor's office fax it to 918-358-2532.

TRANSPORTATION

Transportation Changes

If a change is being made on how a student is getting home, the office must be notified by 2:00 PM. If calls are made after 2:00 PM, there is no guarantee that we will be able to make the change.

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.

Car Drop Off

Please use Wichita Drive (one way only) and turn into the parking lot, then take a right to head toward the main entrance of the school. Exit on Gilbert or Swan. If you choose to walk your child in, you need to walk them all the way to the front doors. Your child will enter the school

at the Primary School main entrance. Please do not leave your car parked in the traffic lane to walk your child into the building. If you are coming into the building with your child, please park in a designated parking space.

Car Pick Up

Please use Wichita Drive (one way only) and turn on the road on the west side of the Primary school. Teachers will have students waiting on the sidewalk and will put them in your cars, then you will exit to the left on Swan Drive. There is NO hallway/tile pickup after school. All students must be picked up in the car line. The entrance to the Primary School on Gilbert Street will be closed to traffic from 3:10-3:30 for bus traffic/pickup.

Please refer to the map on Cleveland Public Schools website.

Walkers

We do not allow our students to walk without an older sibling/friend (3rd grade or older), or an adult that needs to be approved by the legal guardian.

DISCIPLINE & SAFETY

Student Discipline (can be found at

<https://www.clevelandtigers.com/policy-and-procedures/> on pages 21-37 of Section 10

[insert buildings specific expectations of behavior - what should behavior LOOK LIKE]

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. Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior
7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy.
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping, eating or refusing to work in class
10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on school property or in school-sponsored activities. Examples include, but are not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure, nonconsensual photography, video, or audio recording of another person on school premises or at school-sponsored events when recording causes or is likely to cause injury or distress
11. Disruption of the educational process or operation of the school— as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction
12. Extortion
13. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
14. Failure to comply with state immunization records
15. False reports or false calls
16. Fighting
17. Forgery, fraud, or embezzlement
18. Gambling
19. Gang related activity or action
20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
21. Hazing (whether involving initiations, admission into, affiliations with, or as a continued involvement in a group or organization or not) in connection with any school activity, regardless of location. Hazing, includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy.
22. Immorality
23. Inappropriate attire, including violation of dress code
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. Physical or verbal abuse
26. Possession or distribution of a caustic substance
27. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
28. 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
29. Possession, without prior authorization, of a wireless telecommunication device

30. Possession, threat or use of a dangerous weapon¹ and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low- point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
32. Possession or claimed possession of illegal and/or drug related paraphernalia
33. Possession, 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
34. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
35. School Bus or Transportation Misconduct – While riding on any district school bus or other district-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one's body out of a window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft
38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
39. Truancy
40. 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)*
41. 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 includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other 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 products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. 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
45. Vandalism
46. 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
47. Vulgarity
48. Willful damage to school property
49. 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 harassment, intimidation or bullying at school.

Sample Disciplinary Options when violations to student behavior policy occur.

Instructor or Administrator Intervention

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

Detention or In-School Intervention

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. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

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 which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

Corporal Punishment

Corporal punishment may be administered at the discretion of the school administration. Prior to administering corporal punishment, the administrator will explain to the student the offense he/she is alleged to have committed and allow the student to explain his/her version of events. Corporal punishment must be administered by a school administrator in a private office area with another certified employee serving as a witness. If possible, the witness will be the same gender as the student. Corporal punishment will only be administered to a student's buttocks with a finished wooden paddle after the student has emptied his/her pockets. No student will receive more than 3 swats per incident, and no more than 3 swats per day. The corporal punishment must be reasonable in force considering the student's age, sex, physical and mental condition, whether the force was degrading and the likelihood of permanent harm to the student.

Corporal punishment will not be administered to special education students with the most severe cognitive disabilities unless the student's parents have signed a written waiver permitting corporal punishment. As to any other special education students, the person administering the corporal punishment must first determine that such punishment is not prohibited by the student's IEP or 504 plan.

A report must be completed by the administrator and signed by both the administrator and the witness. The report will specify the infraction, the number of swats given, the date, time and location of the corporal punishment and the name and position of the witness.

Parents who object to the use of corporal punishment for their student must notify the school principal, in writing, at the beginning of each school year.

Out of School Student Suspension - full details can be found at

<https://www.clevelandtigers.com/policy-and-procedures/> on pages 29-36 of Section 10

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

Students and parents have the right to a pre-suspension conference, to know what measures were to be taken in lieu of suspension, why none were taken if not, and the right to appeal a suspension. The administration will provide students and parents with documentation of the right to appeal at the suspension conference.

Length of suspensions can broadly be divided into short term suspension, less than 10 days and long term suspension, 10 or more days. The rights of students, appeal process, and special education mandates differ between which suspension is assigned to a student. Full details can be found <https://www.clevelandtigers.com/policy-and-procedures/> on pages 31-36 of Section 10

- Student Privileges While Under Suspension
 - Participation in the 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.

Conduct at Student Performances or Events off Campus.

This policy addresses performances both on and off campus for all student groups, including but not limited to the following: bands, cheerleaders, choruses, dance troupes, drill teams, theater companies, flag teams, drum majors, talent shows, mascots, and other ensembles. Membership or participation within these extracurricular activities is a privilege and students are expected to demonstrate appropriate and respectful behavior. The fact that an activity is not specifically listed is not a valid excuse for acting in a way that is not respectful of the district and consistent with its code of student conduct.

Suggestive, offensive, vulgar verbiage of musical lyrics and/or choreography is inappropriate. Because student performances are an integral part of the curriculum, performances (including music, theatre, and choreography) must be pre-approved by sponsors and administrative representatives before any practices and/or competitions begin. Lewd gestures, inappropriate comments, foul language, and suggestive or vulgar movements are among those behaviors which are not acceptable while practicing or performing as a member of a school group.

All behavior exhibited by students should reflect high standards. The sponsor has the responsibility to determine acceptable behavior under the direction of the school principal.

Bus Discipline

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 children younger than 10 years of age.

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 an 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. **A principal's decision to limit or revoke bus riding privileges is final and may not be appealed.**

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:

- 1st bus referral - Parent Contact and/or Lunch or After School Detention
- 2nd bus referral - The student will be suspended from riding the bus for 3 days or given School Detention.

- 3rd bus referral - The student will be suspended from riding the bus for 5 days.
- 4th bus referral - The student will be suspended from riding the bus for 10 days.
- 5th bus referral - The student will be suspended from riding the bus the remainder of the school year.

A student may receive an immediate bus suspension if the student's behavior/actions warrant an 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.

**If a change is being made on how a student is getting home, the office must be notified by 2:00 PM. If calls are made after 2:00 PM, there is no guarantee that we will be able to make the change. **

Bullying <https://www.clevelandtigers.com/policy-and-procedures/> on pages 39-42 of Section 10

Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

“Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Types of Bullying

“Physical Bullying” includes harm or threatened harm to another's body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another's self- esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target;

or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Safe School Committees - Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Building Principal, Assistant Principal, and Counselor (if applicable) are bullying investigators

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or assistant superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the district's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to

any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Searches full policy can be found at

<https://www.clevelandtigers.com/policy-and-procedures/> on pages 50-52 of Section 10

The superintendent or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

Reasonableness

1. The decision to search must be based upon a reasonable suspicion that
 - a. A violation of the law or school rules has occurred or is occurring;
 - b. The student to be searched has committed the violation; and
 - c. Particular evidence of the violation will be discovered in the search.
2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
 - a. The student's age, history, and record in school;
 - b. The prevalence and seriousness of the suspected violation;

- c. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
- d. The need to make a search without delay and further investigation;
- e. The specificity and source of the information used as justification for the search; and
- f. The particular teacher or school official's experience with the student.

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.
4. To the greatest extent possible, a search will be conducted by at least 2 personnel with at least one of the school personnel being of the same gender. Preferably both personnel.

Discovered Items

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Reports

The person conducting the search shall prepare a report to be maintained by the superintendent or the superintendent's designee including the date, time, place, names of witnesses, purpose, basis, and result of the search.

Locker Search and Seizure

In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

"Sniffer" dogs may properly be used to discover prohibited items concealed in school property assigned to students. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Searches full policy can be found at

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 - a. A violation of the law or school rules has occurred or is occurring;
 - b. The student to be searched has committed the violation; and
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2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
 - a. The student's age, history, and record in school;
 - b. The prevalence and seriousness of the suspected violation;
 - c. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
 - d. The need to make a search without delay and further investigation;
 - e. The specificity and source of the information used as justification for the search; and
 - f. The particular teacher or school official's experience with the student.

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2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.
4. To the greatest extent possible, a search will be conducted by at least 2 personnel with at least one of the school personnel being of the same gender. Preferably both personnel.

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"Sniffer" dogs may properly be used to discover prohibited items concealed in school property assigned to students. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Weapons

It is the policy of the Board of Education [Policy EI] 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 switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury.

PUBLIC POLICY

The Family Educational Rights and Privacy Act (FERPA) Full FERPA policy can be found on our website under Section 9 pages 1-3; Section 10 pages 41, 93, 94, 118, 120

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

(20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and "eligible students" over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access. -
2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

3. Official Transcripts are kept in the district office for no more than 80 years. All other student records are kept no more than 7 years after student cohort graduation.
 4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31). School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. School districts may disclose, without consent, "directory" information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student. School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district. The district has also chosen to make this information available through its website.
 - a. Directory Information is considered. The student's name; The student's address; The student's telephone listing; The student's date and place of birth; The student's dates of attendance; The student's grade level (i.e., first grade, tenth grade, etc.); The student's participation in officially recognized activities and sports; The student's degrees, honors and awards received; The student's weight and height, if a member of an athletic team; The most recent educational agency or institution attended; The student's photograph; and The student's electronic mail address.
 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901
- Full FERPA policy can be found on our website

PARENT RIGHT TO KNOW

Attention Parents and Guardians:

In accordance with parent's **Right-to Know** requirement under *Every Student Succeeds Act - ESSA, Section 1112(e)(1)(A)* this is a notification from Cleveland Public Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

- Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject area taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teacher's baccalaureate degree major, graduate certification, and field of discipline;

- and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA, Section 1112(e)(1)(A) (i)-(ii)]
- Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA, Section 1112(e)(2)(A)]
- Upon request, parents of an English learner may:
 - Have the child immediately removed from an English Learner (EL) program: [ESSA, Section 1112(e)(3)(A) (viii) (i)]
 - Decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A) (viii) (ii)]
 - Receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity; [ESSA, Section 1112(e)(3)(A) (viii) (iii)]
- In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirement at the grade level and subject area in which the teacher has been assigned. [ESSA, Section 1112(e)(1)(B) (ii)]

If you have any questions or concerns, please feel free to contact Kelli Sloan at 919-358-2210.

Student Sponsored Organizations and Discrimination in Extracurriculars and Organizations: Full policy can be found at <https://www.clevelandtigers.com/policy-and-procedures/> on pages 101-105 of Section 10

School-Sponsored Student Organizations

An organization shall be considered to be directly related to the district's curriculum: (1) if the subject matter of the group is actually taught or will soon be taught; (2) if the subject matter of the group concerns the body of courses as a whole; (3) if participation in the group is required for a particular course; (4) if participation in the group results in academic credit; or (5) if it is part of or an adjunct to student government, relating directly to the curriculum, to the extent that it addresses concerns, solicits opinions and formulates proposals pertaining to the body of courses offered by the school. School-sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group. Application for district sponsorship shall be made by the proposed faculty sponsor and at least 6 students who intend to participate in the organization.

Only school-sponsored student organizations shall be permitted to meet in or otherwise use school facilities.

Notice Regarding Student Organizations and Parental Right to Withhold Permission to Participate

The district shall provide annual notice to parents and guardians about school-sponsored student organizations in the student handbook and on the district's website. Parents and guardians may notify the district that they are withholding permission for their student to join or participate in one or more extracurricular school-sponsored student organizations. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction.

The district is committed to the prevention and avoidance of gender, race, ethnicity, or religious discrimination in connection with school sponsored extracurricular activities, including school sponsored sports. To ensure compliance by the district's athletic program with the mandates of Title IX the board requires:

Annual review of the district's sports-related facilities to ensure that the district does not discriminate on the basis of gender in the planning, construction or assignment of facilities for practice or competition;

Non-discriminatory treatment of athletes in all areas of participation in the district's sports program including, but not limited to: travel, uniforms, use of facilities, scheduling of games, equipment, supplies, spirit support, and coaching assignments.

Non Discrimination Statement

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following people have been designated to handle inquiries regarding the district's non- discrimination policies:

Sherri Pankhurst
Investigation and Report Coordinator
Assistant Superintendent Cleveland Public Schools
918-358-2210 x 200
600 N. Gilbert Street Cleveland, OK 74020
sherripankhurst@clevelandtigers.com

Discrimination - Full policy can be found at
<https://www.clevelandtigers.com/policy-and-procedures/> – Section 11

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following people have been designated to handle inquiries regarding the district's non- discrimination policies:

Sherri Pankhurst
Investigation and Report Coordinator
Assistant Superintendent Cleveland Public Schools
918-358-2210 x 200
600 N. Gilbert Street Cleveland, OK 74020
sherripankhurst@clevelandtigers.com

Sol Bayouth
Lead Decision Maker
Superintendent Cleveland Public Schools
918-358-2210 x 200
600 N. Gilbert Street Cleveland, OK 74020
solbayouth@clevelandtigers.com

Outside Assistance may be obtained from:
U.S. Department of Education Office for Civil
Rights
One Petticoat Lane
1010 Walnut Street, Suite 320 Kansas City,
MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect both the alleged victim and alleged harasser pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy under the circumstances.

Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process Full policy can be found at

<https://www.clevelandtigers.com/policy-and-procedures/> on pages 42-47 of Section 11

Race and Sex Discrimination Prohibited

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the “Prohibited Concepts”):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual’s moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Further Prohibitions to Ensure Compliance Additionally, the district does not and shall not:

- Provide, contract to provide, or sponsor any course that includes, incorporates, or is based on any of the Prohibited Concepts.
- Use any public or private funds, property, or other assets or resources to engage in race or sex-based discrimination, including the Prohibited Concepts.
- Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the Prohibited Concepts.
- Execute contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on the Prohibited Concepts.
- Receive or apply to receive monies, including state, federal or private funds, that require, as a condition of receipt, the adoption of courses, policies, curriculum, or any other instructional material that includes, incorporates, or is based on the Prohibited Concepts.
- Adopt diversity, equity, or inclusion plans that incorporate Prohibited Concepts. Diversity officers are prohibited from providing any service or performing duties that include, incorporate, or are based on discriminatory practices identified in the Prohibited Concepts.

- Mandate diversity training that includes, incorporates, or is based on discriminatory practices identified in the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.
- Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Education Amendments of 1972. Except as permitted by Title IX in specific circumstances, this prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.
- Require students to complete surveys, or use the results from surveys, to teach discriminatory concepts identified in this policy.
- Join any group or association that requires, as a condition of membership, teachers, administrators or other employees of a school district, charter school, or virtual charter school to teach, provide instruction, or offer a course that includes, incorporates, or is based on discriminatory practices identified in this policy and violates state law.

Parent Right to View and Inspect Instructional Materials

Parents and legal guardians of students shall have the right to inspect curriculum, all instructional materials used by the district as part of the educational curriculum, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (OKLA. STAT. tit. 51, §§ 24A.1-24A.32). Consistent with 25 O.S. § 2002, the district shall not interfere with or infringe upon the fundamental rights of parents to determine their child's education.

Reporting and Complaint Procedure

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

- be submitted in writing;
- be dated;
- contain the handwritten or electronic signature of the complainant;
- identify the date(s) the alleged discriminatory act occurred; and
- explain the alleged violation(s) / discriminatory conduct and how Section 24- 157 or an administrative regulation thereto has been violated.
- Identify witnesses the district may interview, if applicable, provided the district will not dismiss a complaint for failure to identify witnesses.

The district has designated the following individual(s) to receive reports of alleged violation(s) / discriminatory conduct (referred to as the Section 24-157 Coordinator"):

Sol Bayouth

Lead Sec. 24-157 Coordinator Superintendent

Cleveland Public Schools 918-358-2210 x

200

600 N. Gilbert Street Cleveland, OK 74020

solbayouth@clevelandtigers.com

Sherri Pankhurst

Deputy Sec. 24-157 Coordinator Assistant

Superintendent Cleveland Public Schools

918-358-2210 x 200
600 N. Gilbert Street Cleveland, OK 74020
sherripankhurst@clevelandtigers.com

The Section 24-157 Lead or Deputy Coordinator shall, within ten (10) days of receipt of the Complaint, notify the complainant that the Complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated. The district shall ensure the employee(s) responsible for receiving and investigating complaints are unbiased and free from any conflicts of interest.

**Cleveland Primary School Hand Book Policy
Signature Sheet 2025-2026**

Dear Primary School Parent/Guardian,

The following Primary School Policies will be discussed with your student and are Online: Please review our policies at www.clevelandtigers.com (Click Primary School and then Handbook). Return this form to the Primary office asap.

Student's Name: _____ Grade: _____

Teacher _____ Date: _____

Attendance Policy:

I have read the policy summary and reviewed the policy with my student.

Parent/Guardian Signature _____

Bullying Policy:

I have read the policy summary and reviewed the policy with my student.

Parent/Guardian Signature _____

Corporal Punishment Policy:

I have read the policy summary and reviewed the policy with my student.

I understand that the school will notify me before any corporal punishment is administered.

Parent/Guardian Signature _____

Permission for Medical Treatment:

I give my permission for medical treatment and hospitalization if necessary, in case of my absence.

Parent/Guardian Signature _____

Internet Access Agreement:

I have read the policy summary and reviewed the policy with my student.

Parent/Guardian Signature _____

Screenings:

The school provides screening throughout the year. We provide vision screenings and hearing screening for some/all of the students. Please check whether or not you want your child to participate.

Vision: Yes _____ No _____

Hearing: Yes _____ No _____

Dental Yes _____ No _____

Parent/Guardian Signature _____

Early Dismissal:

In case school should ever be dismissed early due to bad weather, we need to know if your child has special plans for getting home other than his/her usual means of transportation. We need to know in advance written instructions for your child and will keep them on file. I have discussed this plan with my student.

Student's Name _____

Teacher's name _____

Parents Signature _____

Phone Number _____

Instructions for early school dismissal:

Parent/Guardian Signature _____

After School Instructions:

To avoid any confusion regarding what your child is to do every day after school write it below. Your child will do this every day unless we receive a phone call from you (parent/guardian) requesting other arrangements.

*Remember, we will not let your child do anything different than the instructions you have written above, unless you call the office **by 2:00pm** to make other arrangements.*

Parent/Guardian Signature _____



Parental Authorization to Administer Medicine

I am the parent with legal custody or the legal guardian of _____, a student attending this school. This student requires medication at intervals during the school day and/or this student may require medication due to illness.

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

*please check and write the name of those which apply below

_____ Administer _____, a non-prescription medication which I am hereby supplying you, and which may require written instructions from the child's physician if taken regularly.

_____ Administer _____, a filled prescription medication which I am hereby supplying you in the original labeled vial, and with written instructions from the child's physician.

_____ Administer _____, an oral inhaler prescribed medication which I am hereby supplying you, and which may require written instructions from the child's physician if taken regularly.

I understand that under state law the Board of Education, the School District, or Employees of the District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized.

Dated this _____ day of _____, 20____

Parent/Guardian Signature _____