

CLEVELAND HIGH SCHOOL



EVERY STUDENT AT CHS WILL BE
ENROLLED, ENLISTED, OR EMPLOYED
BY THE TIME THEY LEAVE OUR HALLS FOR THE WORLD.

Mark McArthur

Principal

Cy Stallard

Assistant Principal

Anne Sharp

Counselor

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CLEVELAND PUBLIC SCHOOLS PHILOSOPHY AND OBJECTIVES

As educators, we are committed to assist each student to develop his potential to the highest possible attainment by providing a climate of understanding, direction, and support conducive to physical and mental growth. At all times we shall be committed to provide an atmosphere of faith in and loyalty to each other, our country, and its governing principles in order that each person shall develop into a productive citizen of our democracy.

The following objectives were developed in order to fulfill the goals of the school's philosophy and the expectations of the community:

- *To assist each student to understand the rights and duties of a citizen in a democratic society and to be responsible in the performance of his obligations as a member of the family, as a citizen of the community, of the state, of the nation, and of the world.
- *To assist each student to develop essential skills in reading, writing, spelling, and computation.
- *To provide media programs designed to assist each student to grow in his ability to find, generate, evaluate, and apply information.
- *To develop in each student positive attitudes toward himself with respect to mental and physical wellbeing, emphasizing drug education.
- *To assist each student in developing a basic understanding of our economic system with an appreciation for the dignity and the need for work.
- *To encourage each student in learning to think, plan, evaluate, and choose.

Adopted by the Philosophy Committee April 8, 1981

NOTICE TO THE PUBLIC

It is the policy of the Cleveland Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran, its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of this policy may be referred to Aaron Espolt, compliance coordinator, Cleveland Public Schools, 358-2210.

TITLE IX

It is the policy of the Cleveland Public Schools not to discriminate on the basis of sex in its education programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Aaron Espolt, 600 N. Gilbert, 358-2210, or to the Director of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20000.

ACCREDITATION

Cleveland High School is fully accredited by the State Department of Education and is a member of the North Central Association of Colleges and Secondary Schools. All credits issued by this school are acceptable in all colleges and universities in the country.

ADMISSION REGULATIONS

All students of Cleveland Public Schools shall reside with their parents or legal guardian. Legal guardianship means the guardian must legally adopt the student that plans to attend this school. All students must present a Certified Health Record before admission.

TRANSFER REGULATIONS

The Superintendent of Schools shall grant an application for transfer of a child from the district in which he resided to another school district furnishing instruction in the grade he/she is entitled to pursue if such transfer has the approval of the Board of Education of the sending and receiving district.

JURISDICTION

The teacher of a child attending a public school shall have the same rights as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher. (Article VI, Section 125: 1982 Oklahoma School Law).

PARENTAL RESPONSIBILITIES

A major factor relating to academic and social success of students is parental involvement. Accordingly, parents should:

1. Assume the major responsibility for helping their student(s) develop good habits of behavior, follow all rules and regulations set forth in the handbook, and observe classroom rules as set forth by teachers.
2. Recognize and help their student(s) understand that the teacher assumes the role of the parent while their student is at school
3. Monitor student's schoolwork and homework to ensure student success.
4. Teach their student(s) respect for the property and rights of others.
5. Speak positively about the school and education in front of their student(s).
6. Assist their student(s) to come to school well groomed and appropriately dressed according to the dress code.

7. Send their student(s) to school regularly and on time.
8. Notify the school promptly if their student is absent or tardy.
9. Provide necessary school supplies for their student(s) to be able to perform classroom work.
10. Discuss daily work assignments and report cards with their students in a constructive manner.
11. Keep in close contact with teachers, administrators or other school personnel to ensure good communication and student success.
12. Attend parent conferences, class scheduling conferences and as many school activities as possible.

Parent's Right to Know 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 questions or concerns, please feel free to contact *Mark McArthur* at 918-358-2210, ext 505.

Title I Parent and Family Engagement Policy for Cleveland High School.

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

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

Cleveland High School uses several methods to involve parents and family members in the planning, review and improvement of the school's Parent and Engagement policy including committee meetings, meetings for annual reviews and evaluations, surveys, and parent-teacher conferences.

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

Cleveland High School, to ensure maximum family involvement, will offer multiple meeting days with flexibility as well as the district will pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

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

Cleveland High School will hold an annual meeting to inform families about the school's Title I program and how CHS uses the Title I funds for more counselor services in the high school.

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

Cleveland High School will have a yearly meeting discussing the use of Title I funds as well as opportunities at parent-teacher conferences for families to be informed about curriculum, assessments, and proficiency expectations and to also make suggestions and participate in educational decisions

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

Cleveland High School schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

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

Cleveland High School, through the use of annual reviews, evaluations, committee meetings, and parent-teacher conferences, will ensure the participation of parents and family members in the joint development of the schoolwide Title I program plan.

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

In the event that a parent finds a schoolwide Title I plan unsatisfactory, parents may submit written comments through the use of letters or emails to the principal of the high school.

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

The Cleveland High School School-Parent Compact form was created and is an agreement between all the parties concerned, administrators, teachers, family and student, to commit to doing the very best they can for each and every student. Administrators and teachers will collaborate with stakeholders on a school vision and quality education with high standards. Administration and teachers will provide instructional leadership, quality professional development for teachers, students, and families, high academic standards for students, a safe and orderly school environment, maintain open communication between home and school, and respect the school, students, staff and families. Parents can support learning by participating in the collaborative effort to create a vision for the school, have high expectations for their child, communicate the value of education, provide support and monitoring of student progress, establish a home schedule for study time, screen time, peer activities, out of school time, communicate with the school and respect the school, staff, students, and families. Parents can also volunteer for various needs in the school and serve on various committees throughout the school year. Communication will be maintained between parents and the school through meaningful, two way communication through phone calls, emails, and Remind. Communication will also happen in twice yearly parent-teacher conferences as well as academic updates through Facebook, superintendent letters, and the local newspaper.

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

Cleveland High School, in order to build capacity for effective parental involvement, the school, with support from the Local Educational Agency (LEA), will implement the following strategies: CHS will hold an annual Title 1 meeting to explain program requirements, parents' rights, and school responsibilities, provide curriculum guides, benchmark information, state testing, and parent portal information to parents at parent-teacher conferences to help facilitate understanding. The above meetings will also allow Cleveland High School to help empower parents to be partners in the child's education. CHS will also ensure staff are trained in building respectful relationships with families through professional development focused on family engagement strategies, staff collaboration time for discussion and reflection on how to improve communication and collaboration with parents, and share data and success stories on how family involvement positively impacts student achievement. CHS will integrate parent involvement with other programs through parent outreach meetings and partnering with other community organizations that support family education like libraries and after school programs. CHS will ensure information is shared in accessible formats and respond to parent requests for support by maintaining an open door policy, using multiple formats of communication, and providing multilingual communication in families' home languages when necessary.

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.

The Family Educational Rights and Privacy Act (FERPA) Full FERPA policy can be found on our website under Sections 9 and 10 at <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

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.

The following are examples of inappropriate Internet usage:

- Sending, receiving, or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources or time
- Employing the Internet for commercial purposes
- Accessing unapproved materials, services, or sites

Violations may result in a loss of access as well as other disciplinary or legal action.

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

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.

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.

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

Vaccinations

 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.

 of Health

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)

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 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 for; 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.

Attendance AND School Activities

Students involved in school sponsored activities are limited to ten absences per school year per class period. Ten additional absences may be granted for state and national events as long as the student has earned the right to participate *and* is participating in the state or national event.

Students will be allowed to make up any work missed while participating but must make up the work within the period established by the assigned teacher. Reasonable time to make up work missed shall not be unreasonably withheld.

Absences for the following reasons will not be charged against the ten absence limit:

1. Activities held on campus, sanctioned by the superintendent;
2. Serving as a Page in the Legislature;
3. On campus visits by college representatives/vocational representatives;
4. College entrance exams;
5. Field trips in conjunction with a unit being taught in an academic class;
6. Students excused to make appearances before local civic groups;
7. Grade level field trips to area technology centers

Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, making arrangements with instructors to make up work, and working cooperatively with teachers and administrators when absences cannot or will not be approved even though a student's request is not otherwise unreasonable.

Principals will keep or cause to be kept a record of those days or class periods missed by students due to school sponsored activities. These records will be open for inspection by the student, parent or guardian of the students, sponsors, coaches and teachers with a need to know this information.

Absences that exceed the maximum permitted by this policy and which do not have the written permission of the IARC shall be counted as an unexcused absence in accordance with board policy.

Internal Activity Review Committee (for extracurricular activities)

The board of education has established an IARC composed of the following positions: the principal or principal's designee, regular classroom teacher (in a core subject), athletic director, coach/sponsor, parent. The individuals who shall serve on this committee shall be appointed annually by the board following a recommendation by the superintendent. The superintendent may suggest additional individuals to serve on the committee but shall not have fewer than 5 individuals recommended to serve on the committee. The committee shall resolve questions regarding excused or unexcused absences related to extracurricular activities using procedures that the committee shall designate which allow for consideration of the district's policy, emphasis on the importance of students attending classes on a regular basis, and an opportunity for the student and student's representatives and school representatives to be fully heard regarding the treatment of and consequence of an absence. The

committee shall also be responsible for resolving any dispute regarding whether a student made up his or her work within a reasonable period designated by the instructor or administrator.

Any party who objects to a decision of the IARC may appeal the decision to the board of education by filing an appeal within 5 business days of the IARC's written decision with the clerk of the board of education with a copy of the appeal to the superintendent.

In addition to the above responsibilities the IARC shall review and recommend to the board policy changes or additions designed to ensure that the district's treatment of school attendance and opportunity for participation in extracurricular activities is consistent with applicable law, school board policies and rules and regulations adopted by the Oklahoma State Board of Education and athletics associations in which the district participates.

The board of education has final authority in deciding if a student's deviation from the ten day or class period rule shall be approved. The board can exercise this authority by conducting a hearing in which all sides shall be heard or can exercise its authority by voting to uphold a decision of the IARC or voting not to reconsider the IARC's decision or findings in a particular matter.

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 AU (no adult contact)

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

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

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

Students who arrive in class after the tardy bell has been rung but up to fifteen (15) minutes late will be considered tardy. Students arriving more than fifteen (15) minutes after class has begun will be counted absent for the period.

Discipline Consequences Taken for Tardiness:

- a. 1-3 Tardies = No penalty
- b. 4-6 Tardies = 3 Consecutive Days of After-School Detention
- c. 7-10 Tardies = 2 Days of In-School Suspension
- d. 11-15 Tardies = 4 Days of In-School Suspension
- e. 16-25 Tardies = 8 Days of In-School Suspension
- f. 26+ Tardies = 8 Days of Out-of-School Suspension

The number of tardies is counted on a per-student basis and not based on individual classes. Discipline consequences & attendance actions for tardiness will reset to zero at the end of each 9 week period.

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.

Classroom Exit Procedure

Students are encouraged to use passing periods for restroom and water needs when possible. This policy is designed to promote **responsible decision-making** and **maximize classroom learning time**. To maintain a focused and effective learning environment while allowing students to meet personal needs responsibly, the following policy on leaving class will be in effect:

1. **Free Passes:** Each student will be allotted **2 free classroom exit passes** during each **9-week grading period**, to be used for brief restroom breaks, water breaks, or other non-emergency needs.
2. Students may be required to sign a log when they use a pass to leave class.
3. After using the 2 free passes in a 9-week period, any additional request to leave class will result in the student being marked **tardy** for that class period.
4. **Medical emergencies or accommodations documented through a 504 Plan or IEP** are not subject to this policy.
5. If a teacher determines that a student must leave class for an academic or behavioral intervention, it will not count as a student-requested pass.

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 with the 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 the 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.

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.

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.

1. Inappropriate clothing including but not limited to:

- A. Any clothing (skirts, shorts, blouses, jeans, pants) of inappropriate length or style that are not in keeping with the intent of paragraph 12a are not allowed. Such clothing is too tight, too revealing, too low cut, does not cover undergarments, or reveals cleavage. This clothing includes, but is not limited to tank tops, strapless blouses, halter tops, sports bras, off-the-shoulder tops, tube tops, spaghetti tops, muscle shirts, mesh shirts, or fishnet unless worn with a t-shirt or appropriate undergarment, backless garments, outer garments that have the appearance of undergarments, garments that expose the midriff, any garment made of spandex that is worn without the appropriate over garment or jeans with holes above mid thigh.
- B. Clothing with writing that is not in keeping with the intent of paragraph 12a is prohibited. Such clothing

has writing with suggestive slogans or logos, or any identifiable markings pertaining to beer, liquor, drugs, tobacco, or carrying connotations of immorality, vulgarity, obscenity, nudity, any sexual or deviant connotations, or any known gang or occult membership.

- C. Clothing or personal items that may pose a threat to others that is not in keeping with the intent of paragraph 12a is not allowed. Such clothing or items include loose chains, long chains connected to wallets or keys, long coats or trench coats. Headgear cannot be a distraction to education, cause a safety concern, and must conform to other areas of the dress code. Teachers can request a student not wear headgear in their classroom.
- D. Clothing or personal items that show disrespect for the American flag or the American government are not in keeping with the intent of paragraph 12a are not allowed.
- E. Clothing or personal items with other school's names printed on them can be disruptive to the school's Educational climate and are not in keeping with the intent of paragraph 12a. Therefore, items such as clothing, jackets, bags, or notebooks with other school's names or logos are not allowed.
- F. Shoes with wheels in the heels are not considered safe at school and have been found to damage some floor surfaces. Students are encouraged to wear shoes without wheels to school and the use of wheels may result in disciplinary action.
- G. Blankets will not be brought to school to be worn around the building

2. Inappropriate jewelry including but not limited to:

- A. Jewelry or personal items that could cause harm to the student or others that promote violence, drugs, sex, or overt Satanism or Occultism, that are disruptive to the educational process, or that are not in keeping with the intent of section 12a are not permitted. Examples of this include, but are not limited to chains worn as a necklace or any other manner, rings that could be used as knuckles, dog collars, etc. Ear and nose piercings are allowed unless they are a distraction or a safety hazard during a school activity.
- B. Jewelry items covered under this section must be removed and may not be worn to school again. Navel rings, nose rings, etc. may not be covered by tape or a band-aid. A clear, flat stud may be used to replace them.

3. Inappropriate personal hygiene:

- A. Any issue of personal hygiene that is not in keeping with the intent of paragraph 12a is not allowed. Hair must be neat and clean, bare feet are not allowed, and students should follow practices of good personal hygiene. Any hairstyle that distracts or inhibits the educational process (for example: excessive spiking) is not allowed.

Student Discipline (can be found at <https://www.clevelandtigers.com/policy-and-procedures/> on pages 21-37 of Section 10

STUDENT BEHAVIOR

- A. The Board of Education is deeply interested in creating a learning atmosphere in all its schools. The Board of Education is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school's learning atmosphere includes maintenance of order. This necessitates regulations relating to school discipline.
- B. The following are specific examples of unacceptable behavior that are subject to disciplinary action, including after school detention, in-school detention, at home placement, short or long term suspension, and/or alternative school placement.
 - 1. Open or persistent defiance of authority.
 - 2. Assault upon student or school personnel.
 - 3. Creating or attempting to create a disturbance.
 - 4. Excessive tardies.
 - 5. Unauthorized absence from classes.
 - 6. Willful disobedience, profanity or vulgarity, or any ethnic or racial slur.
 - 7. Showing disrespect for school property or causing damage to school property.
 - 8. Possession of or use of tobacco or e-cigs/vaping devices.
 - 9. Possession or use of any dangerous or annoying instrument, including but not limited to firearms, explosives, fireworks, knives, razors, drug paraphernalia, or other weapons used for assault (Refer to School Laws of Oklahoma, Article XXIV, Section 394).
 - 10. Selling, possessing, or under the influence of a narcotic or dangerous drug, including but not limited to marijuana, LSD, heroin, barbiturates and counterfeit/look-alike drugs, or non narcotic intoxicants, such as glue, non prescribed cough medicine, gasoline, beer, including 3.2 (School Law Article XXIV, Section 394).
 - 11. Stealing or extortion.
 - 12. Inappropriate writing or written messages are not allowed. Inappropriate writing includes but is not limited to:
 - A. writing that promotes gang activity, occultism, Satanism, or promotes violence (interstate 420, skull and crossbones), or shows disrespect for others will not be allowed on clothing, school property, school materials, or any item brought into the school.
 - B. Writing of type identified in the section 2 (i), or that is not in keeping with section 12a, will not be allowed on body parts. The writing must be removed if possible. Offensive tattoos must be covered.

13. Any violation of state or local law or ordinance occurring on school property.
14. Participating in any meeting, assembly, or demonstration not authorized or conducted in accordance with provision of item 6 of the Student Code(see School Board Policy Handbook).
15. Deliberate refusal to attempt a reasonable academic assignment.
16. We do not allow students to bring visitors to school.
17. No blankets are to be brought into the high school or CPAC/Vo Ag buildings.
18. Public displays of affection (kissing, inappropriate touching, etc.) other than holding hands, inhibit the educational environment and are not allowed.

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 weapon 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 cigarette 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.

STUDENT SUSPENSION

1. The judicial extension of Fourteenth Amendment protection to students in public school emphasizes the need for the school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.
2. Pre-Suspension Conferences:
 - a. When a student violates board policy or a school regulation, the principal will conduct an informal conference with the student.
 - b. At the conference with the student, the principal will read the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
 - c. The student will be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
 - d. If it is concluded that a suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.
 - e. The principal will immediately notify the parent by phone and in writing that the student is being suspended from school by the principal. Elementary and Middle School students will not be dismissed before the end of the school day without advance notice to the parent.
3. Immediate Suspension Without a Pre-Suspension Conference:
 - a. A student may be suspended with the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, or to school property, or a continued substantial disruption of the educational process.
 - b. In such cases, a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.
4. Conference with Parents:
 - a. The principal will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that a suspension has been imposed. The conference will be held

during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

- b. At the conference, the principal will read the policy, rules, or regulations which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
 - c. At the conclusion of the conference, the principal will state whether he/she will terminate or modify the suspension. In all cases, the parent will be informed of his/her right to appeal the suspension decision and the method of appeal. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review by the Superintendent of the School and the Board.
5. Limits on Suspension:
- a. In no event should a suspension extend beyond the current school semester and succeeding semester unless otherwise provided for by school policy or state law. Suspensions should have a definite commencement and ending date; indefinite suspensions are not permitted. It is recommended that suspensions beyond ten (10) days be imposed only in serious situations.
 - b. Suspensions should be consistent; that is, one student should not be suspended for a few days and another student suspended for an extended period for the same or similar offense. However, the principal may take previous conduct and previous suspension of the student into consideration.
 - c. Suspensions until the student performs some remedial act are not permitted; however, the student may be advised that a suspension of definite length will be terminated at an earlier date if he/she performs some remedial act.
6. Records and Reports:
- The principal will keep written records of each suspension conference containing the date of the conference, the names of the persons present, and the time duration of the conference.
7. Right of Appeal:
- A parent or the student may appeal the suspension decision of the principal as provided for by school policy.
8. Short Term Suspension:
- Any suspension of ten (10) days or less shall be subject to appeal pursuant to the School District's Policy on Student Suspensions of Ten or Fewer School Days.
9. Method of Appeal to a Committee For Suspensions Greater Than Ten School Days:
- A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education. At the student and/or parent or guardian's option, the appeal may be directly to the Board of Education.
10. Method of Appeal to the Board Of Education:
- a. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
 - b. If no appeal is received within five (5) days, the Superintendent's decision will be final.
 - c. The board will hear the appeal as soon as possible. The board's decision is final and cannot be appealed.
 - d. The parent and student will be notified in writing of the date, time, and place of the hearing.
 - e. The parent and student will have the right to an "open" or "closed" hearing at their option.
 - f. Reasonable efforts will be made to accommodate the work schedule of parents.
11. Procedure for Student Suspension Appeal Hearing Before the Board of Education:
- a. The Board President should:
 1. Announce that the next agenda item is a suspension review hearing for the student, stating his/her name.
 2. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child(s) request a closed hearing, a motion to go into executive session per their request should be made and voted on.
 - b. The Board President should advise the parent/child:
 1. That they are entitled to legal counsel, if they desire it.
 2. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross examine.
 3. That the parents/child will be given an opportunity to call any witnesses and present any evidence they may wish, subject to cross-examination by legal counsel for the administration.
 4. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 5. That the parents/child may ask any questions about the procedure.
 - c. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
 - d. Parents/child may call any witnesses and present any documents subject to cross-examination.
 - e. After each witness is presented, School Board members may ask the witness any questions.
 - f. Parent's/child's closing statement.

- g. Administration's closing statements.
 - h. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student).
 - i. Return to open session and vote. (After adopting a motion making certain finding of fact the Board must make a motion to: (1) affirm suspension; (2) modify suspension (increase or decrease severity of suspension); or (3) revoke suspension).
12. Attendance at School Pending Appeal Hearing:
Pending the appeal hearing before the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that in the discretion of the principal, the student may be prohibited from attending school pending any hearing if in the judgment of the principal:
- 1. The conduct for which the student was suspended reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students or school property, or
 - 2. The conduct for which the student was suspended reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.
13. Student Privileges While Under Suspension:
When a student's behavior justifies suspension, the student forfeits the privilege of participating in the social and academic life of the school. Under long term suspension (10 days or more), a student will be placed in home-based schooling under parental guidance. The parent of a student may pick up and turn in work on a weekly basis. This work will be graded. Arrangements can be made with the principal to make up tests. If the student receives a passing grade in the class, he will receive credit for the class. In circumstances in which it is impossible to provide work (physical education, pottery, etc.), the student will receive a grade of No Credit (NC). During the term of the suspension, the student will not be permitted to participate in any extracurricular activities offered by the School District, be present at any school sponsored activity, or on any school premises of the Cleveland Public Schools. Suspended students are not allowed to ride school buses.

CLEVELAND SCHOOL DISTRICT POLICY ON STUDENT SUSPENSION OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education of the Cleveland School District recognizes that student suspension of ten (10) or fewer school days (referred to as "short-term suspension") generally involve less stigma and require less formal due process procedures than are required for suspensions of greater than ten (10) days (referred to as "long-term suspensions").

Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the suspension decision to a committee composed of administrators and/or teachers. The Board of Education adopts the following policy and procedures dealing with short-term suspensions.

1. Right of Appeal:

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

2. Method of Appeal:

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

3. Hearing the Appeal:

The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration will be given to accommodate the schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing. The committee will conduct a full investigation of the

student's conduct, read the policy, rule, or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian should be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

4. Student Privileges While Under Short-term Suspension:

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

Students suspended short-term (10 days or less) will be expected to do all academic assignments during suspension. Thirty percent (30%) will be deducted from all daily assignments during suspension. A grade of seventy percent (70%) will be the maximum a student may earn for daily work during suspension. Tests will be given full credit. At the discretion of the principal, students under short-term suspension may be suspended in-house or out of school.

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

1. Short-term Suspension:

The School District may suspend a disabled student for a period of ten (10) consecutive school days or less for any conduct that would warrant suspension for a non-disabled student. The School District will follow its policy and procedures for the suspension of non-disabled students in conjunction with the short-term suspension of disabled students.

2. Long-term Suspension:

Before implementing the suspension of a disabled student for more than ten (10) consecutive school days, the School District will notify the student's parent or guardian in writing of a proposed suspension and convene a meeting of the Student's I.E.P. team. The I.E.P. team will determine whether additional evaluation of the student is necessary and whether the misbehavior for which suspension is proposed is related to the student's disability.

3. Emergency Suspensions:

If the student poses an immediate threat to his or her own safety or to the safety of others, the School District may immediately suspend the student for up to ten (10) school days. During the suspension period, the student's I.E.P. team will meet to determine whether the misbehavior is related to the student's disability and whether further evaluation is necessary.

4. Relationship Between Misbehavior and Disability:

a. Misbehavior Related to Disability:

If the I.E.P. team determines that the student's misbehavior is related to his/her disability, the team will consider whether the student's current educational placement is appropriate and what, if any, modifications to the I.E.P. should be made. These modifications may include a more restrictive placement. If the I.E.P. team determines that the student's placement should be modified, the School District will give the student's parent or guardian written notice of the proposed modification and allow at least ten (10) calendar days for a response. The School District will also advise the parent that the student is entitled to all due process procedures available under the Individual With Disabilities Education Act (IDEA) and applicable state policies and procedures. The School District will maintain the student's current placement during the ten-day period, unless the student's parent or guardian agrees to the modification before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy. If the I.E.P. team determines that the student's disability is related to his/her behavior, the School District will not suspend the student as discipline for the misbehavior.

b. Misbehavior Not Related to Disability:

If the I.E.P. team determines that the misbehavior is not related to the student's disability, the child may be suspended from school as discipline for the misbehavior. If the School District proposed a suspension that will cause the student's day suspended to total more than ten (10) during the current school year, the School District will give the student's parent or guardian written notice of the proposed suspension and allow at least ten (10) calendar days for response before implementing the suspension. The School District will also advise the student's parent or guardian that the student is entitled to all due process procedures available under the IDEA and applicable state policies and procedures, as well as the due process rights available to a disabled student for whom suspension has been recommended. The School District will not implement the suspension during the ten day period, unless the student's parent or guardian agrees to the suspension before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy.

5. Stay Put:
If either the student or the School District initiates due process proceeding under the IDEA, the student will remain in his/her current educational placement until those proceedings have been completed, unless the School District and the parent or guardian agree otherwise or Section 8 of this policy applies. However, if the student poses an immediate threat to his/her own safety or the safety of others, the School District may bring a civil action to enjoin the student from attending school for the duration of the due process proceeding or seek other appropriate relief.
6. Continuing Educational Services:
The School District will not provide educational and/or related services to disabled students during short-term suspensions. The School District will provide appropriate educational and/or related services during long-term suspensions to any student who is categorized as disabled under the IDEA, whether or not the student's misbehavior is related to his/her disability. The student's I.E.P. team will determine an appropriate educational program for the student during the term of the suspension.
7. Multiple Suspensions:
The School District may suspend a disabled student for multiple periods of ten (10) consecutive school days or less. When the student has been suspended for a total of 11 days during the school year, the School District will implement the procedures described in Section 2 and 4 of this policy for any subsequent suspension.
8. Suspension for Violation of Gun-Free Schools Act:
If a disabled student violates the Gun-Free Schools Act by bringing a firearm to a school under the jurisdiction of the School District, the School District will follow the above procedures, with the following exceptions:
 - a. If the student's I.E.P. team determines that the misbehavior is not related to the disability, the student may be suspended from school. The I.E.P. team may determine that the student will receive continued educational services during the suspension in an alternative education setting (i.e. alternative school or in a home based setting) and may implement that placement immediately.
 - b. If the student's I.E.P. team determines that the misbehavior is related to the disability, the student may not be suspended from school. However, the I.E.P. team can determine that the student's placement should be changed to an alternative education setting (i.e. alternative school or in a home based setting) for up to 45 calendar days and may implement that placement immediately. During the time in which the child is in the alternative education setting, the I.E.P. team should convene to review and change, if appropriate, the child's placement or, if necessary, bring a civil action to enjoin the student from returning to school at the end of the 45 day period.
 - c. If the student's parent or guardian requests a due process hearing challenging any aspect of the team's decision, the student's alternative education placement will be his/her stay put placement during the pendency of the due process proceedings.
9. Suspension From Transportation:
The School District may suspend a disabled student from transportation as a disciplinary measure. During the period of the suspension, the School District will reimburse the student's parent or guardian or his/her designee for the reasonable cost of transporting the student to and from school.

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.

Searches of Cell Phones: Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a cell phone or camera phone if it is believed that this device has been used to break school policies of any type.

"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.

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 class time except with teacher permission. 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.

Wireless Telecommunication Devices Respect for the Educational Environment

1. No Cell Phone, smart watch, tablet or bluetooth earbuds or headphones should be visible, even if it is attempted to be concealed on the students' body.
2. Devices should be turned off and kept in a vehicle or YONDR bag in students' backpack. Teachers will watch phones go into YONDR Bag 1st hour.
3. Students may have phones prior to the first Tardy bell of the day and after dismissal for the school day.
4. Improper phone or wireless device use will be dealt with on a disciplinary basis based on the following consequences. Administration reserves the ability to escalate the consequences.
 - a. 1st Offense: Device Confiscated. Cell phone lock up for 3 days or 2 days of ISD.
 - b. 2nd Offense: Device Confiscated. Cell phone lock up for 5 days or 2 days of OSS. Parent must retrieve device(s)
 - c. 3rd Offense: Device Confiscated. Cell phone lock up for 7 days or 5 days of OSS. Parent must retrieve device(s)
 - d. 4th Offense: Long Term Suspension

Cell Phone Lockup means phone kept overnight in the school office during weekdays, phone returned for weekends or school breaks. If a parent retrieves a phone on campus, then detention or suspension will be served for the remainder of the time the phone is not in lockup.

5. If Yondr Pouch is damaged or lost, student must replace with a fee of \$30.00.
 - a. If there is a financial burden, arrangements between student, parent, and office can be made.
6. If a phone is discovered between 8:15am to 3:25pm. Student will be asked to report to the office for cell phone confiscation into Cell Phone Lockup, parent will be contacted, and the violation sequence will commence.
7. If a parent requests alternative options to a locking Yonder bag, a smart device contract must be filled out for alternative options to be used.

Student Drug Testing full policy can be found at <https://www.clevelandtigers.com/policy-and-procedures/> on pages 80-91 of Section 10

Participation in school-sponsored extracurricular activities or driver's education at the school district, or parking at the school district is a privilege, not a right. The board, in order to protect the health and safety of students parking on school district property or participating in drivers education or extracurricular activities and to educate and direct students parking on school district property or participating in drivers education or extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the school district, adopts the following policy for testing of students who apply for and are granted a parking permit to park on school district property or who are participating in drivers education or extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

CLEVELAND PUBLIC SCHOOLS ACTIVITY STUDENT DRUG TESTING POLICY

The Cleveland Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal drug use and abuse, thereby setting an example for all other students of the Cleveland Public School District proposes to adopt the following policy for drug testing of activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Cleveland Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, this policy governs only illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limited solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or

academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Cleveland Public School District regarding possession or use of illegal drugs. Participation in school-sponsored interscholastic extracurricular activities at the Cleveland Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities which involve competition and upon the positive image these students project to other students and to the community on behalf of the Cleveland Public School District. For the safety, health and well being of students in extracurricular activities the Cleveland Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities which involve competition in grades 7-12.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal drug use.
5. To offer students practices, competition and school activities free of the effects of illegal drug use.

The administration may adopt regulations to implement this policy.

I. Definitions

"Activity Student" means a member of any middle school or high school Cleveland Public School District sponsored extra-curricular organization, which participates in interscholastic competition. This includes any student that represents Cleveland Schools in any extra-curricular activity in interscholastic competition, such as, but not limited to, FFA, Academic Team, Band, Vocal, Cheerleader, and Athletics.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal drugs or the metabolites thereof in a person's urine. "Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

- A. results in an equal probability that any activity student from a group of grade level activity students subject to the selection mechanism will be selected, and
- B. does not give the School District discretion to waive the selection of any activity students selected under the mechanism.

"Illegal drugs" means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include, but is not limited to, alcohol and anabolic steroids.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal drug use by an activity student supplied to school officials by other students, staff members, or patrons.

Students in attendance at school and/or school sponsored event(s) and under the influence of illegal drugs as determined by school personnel and/or in possession of an illegal drug(s) and/or paraphernalia are subject to Cleveland Public Schools Board Policy and are subject to suspension from school.

II. Procedures

Each student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent requires the activity student to provide a urine sample when the activity student is selected by the random selection basis to provide a urine sample and at any time when there is reasonable suspicion to test for illegal drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

In addition, each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach, sponsor or other designated school official shall be responsible for explaining the Policy to all prospective students.

All Activity Students will be required to sign a "Student Drug Testing Consent Form" before the student may participate in an extracurricular activity covered under this policy. A student who moves into the district after the school year begins will be required to sign a "Student Drug Testing Consent Form" before they will be eligible for participation.

Drug use testing for Activity Students will be chosen on a random selection basis from a list of all Activity Students who are involved in off-season and in-season activities. The Cleveland Public School District will determine a monthly number of student names to be drawn at random from each grade level to provide a urine sample for drug use testing for illegal drugs. In addition to the random drug test required above, any Activity Student may be required at any time to submit to a test for illegal drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Cleveland Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The professional testing company shall provide an employee of the same sex as the student to accompany the student to the restroom. All drug testing employees will be required to have a criminal background and sex offender registry check conducted by the OSBI and on file with the school district. If in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, the specimen will be treated as positive and policy consequences will be in effect. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of one year.

Positive student records will be kept on file for five years. Requests for additional testing will be at the expense of the parent/guardian.

III. Confidentiality

The laboratory will notify the building principal or designee of any positive test or adulterated/tampered specimen. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Cleveland Public School District will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. Test results will be kept in files separate from the student's other educational records,

shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities. The Board of Education will be presented a summary report at the conclusion of each nine weeks period of school. This report shall include the number of students tested by grade level, the number of positive tests, and the types of illegal substances.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable. The Superintendent shall report to the Board of Education all appeals and the Superintendent's decision.

V. Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. For the First Offense:

The parent/guardian will be contacted and a private conference will be scheduled with the student, parent/guardian, athletic director/designee, director of student assistance programs, and/or principal/designee to discuss the positive test result.

The student will be suspended from participation in all activities covered under this policy for ten (10) school days. After this ten day period the student may resume participation once they have provided proof to the school that they have completed a drug and alcohol assessment with a licensed drug and alcohol counselor and has completed four (4) hours of substance abuse education/counseling from a qualified drug treatment program or counseling entity the cost of which will be paid for by the parent/guardian. Additionally, the student will be tested for the remainder of the school year. The time and date will be unknown to the student and determined by school personnel.

These requirements and restrictions shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

B. For the Second Offense (in the same school year):

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is the longer.

VI. Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year or eighty-eight school days whichever is the longer. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the school.

SUBJECTS REQUIRED OF ALL STUDENTS FOR GRADUATION

English	4 units
Math	3 units
Science	3 units
History	3 units
Fine Arts	1 unit
Financial Literacy	½ unit
Electives	<u>10.5 units</u>
Total	25 units

*25 units are necessary for graduation from Cleveland High School.

*2 semesters of Band or Chorus will complete the Fine Arts requirement.

<u>Freshman Requirements:</u>	1 unit each of English I, Mathematics, Physical Science, and History (Oklahoma or American)
<u>Sophomore Requirements:</u>	1 unit each of English II, Mathematics (Geometry or Algebra) Biology I, History (American or Oklahoma)
<u>Junior Requirements:</u>	1 unit each of English III, Mathematics (Geometry, Trigonometry, or Algebra) Science (Physics, Biology II, or Chemistry) and Social Studies
<u>Senior Requirements:</u>	1 unit of English IV, one half unit each of Government, and Financial Literacy

Mathematics requirements: The State Department of Education requires that mathematics credit be given only for classes that are Algebra I level and above. Classes that meet this requirement are Applied Math, Geometry, Algebra I, Intermediate Algebra, Algebra II, Trigonometry/Math Analysis, Pre-Calculus, and Calculus. Math of Finance will not qualify for this requirement. A unit of mathematics or science credit may be completed through vocational or vocational-technical training according to the guidelines listed below.

Science requirements: The State Department of Education requires that of the three units of laboratory science required for the College Preparatory/Work ready curriculum, ONE must be a life science meeting the standards for Biology I, ONE must be a physical science meeting the standards for Physical Science, Chemistry or Physics, and ONE must be from the domains of physical science, life science, or earth and space science with content and rigor above Biology I or Physical Science.

Elective Subjects: A unit of credit is equal to 2 semesters of coursework. Elective subjects are to be chosen by the student in compliance with the following State Department of Education regulations:

A unit of credit in either mathematics or science may be awarded providing a student completes four (4) vocational units of credit on a three (3) hour block during their junior or senior year in high school.

The vocational units of credit may be earned at either an Area Vocational-Technical School or a Comprehensive High School.

Vocational classes that qualify for a science credit are Horticulture, Plant and Soil Science, Natural Resources, and Animal Science.

In order for a Vocational-Technical unit to qualify for a science credit, the unit must contain a qualified computer science or applied physics component. Vocational-Technical units that qualify are Administrative Assistant, Graphic Arts, Computer Repair and Networking, Computer Software Specialties, Computer Programming and Support, Drafting, Manufacturing Technology, Electronics and Telecommunications.

All requirements for graduation as set forth by the local Board of Education must be fulfilled to the complete satisfaction of each teacher before any senior is eligible to participate in the commencement exercises. A student will not be permitted to participate in graduation exercises unless he or she is within one (1) credit to graduate.

Vo-tech students will be required to take an elective of the school's choosing for the half hour prior to leaving on the Vo-tech bus. This elective will last the entire year, and students will receive one half credit for completion of this course.(Travel time)

It is the student's/parent's responsibility to enroll in the subject in which he/she needs to graduate.

STATE TESTING REQUIREMENTS FOR HIGH SCHOOL

Students enrolled in the 11th grade will be given the Oklahoma College and Career Ready Assessment (CCRA), which consists of two parts. For part 1, each district will choose to administer either the ACT or SAT, including the writing section. Part 2 is Science Content Assessment and US History Assessment which is aligned to the Oklahoma Academic Standards for Science and US History.

Cleveland has chosen to participate in administering the ACT with writing to our students eligible for testing.

Any student who did not pass the citizenship test during the 8th grade year will have an opportunity to pass the test during their 4 years of high school.

CORE CURRICULUM or COLLEGE PREPARATORY/WORK READY CURRICULUM REQUIREMENTS

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires eighth-grade students entering the ninth grade to complete the College Preparatory Curriculum in SB 982, unless the

student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements. The options for the Core Curriculum requirements and the College Preparatory Curriculum Requirements are listed below.

Core Curriculum

4 English
3 Science
3 Math – Algebra or above in high school
3 Social Studies
1 Fine Arts
1 Computer Technology
10 electives for 25 total credits

College Prep Curriculum

4 English
3 Lab Science
3 Math – Algebra or above in high school
3 Social Studies
2 Foreign Language or 2 Computer Technologies
1 additional unit (selected from any of the above)
1 Fine Arts
8 electives for 25 total credits

Successful completion of either curriculum will result in accomplishment of a standard diploma. Parents are required to opt out of the College Preparatory Curriculum by setting up a meeting with one of the high school counselors and signing a document in person in the counselor's office, or the student will be enrolled in the College Preparatory Curriculum. These opt-out letters are kept on file in the counselor's office.

CLASS REQUIREMENTS (Article V, Section C-5 and 6)

All students enrolled in Cleveland High School are required to take seven courses each semester. These courses may include concurrent enrollment, vo-tech, and internship. Students entering Cleveland High School in grades 9 through 12 from private schools not accredited by the State Department of Education (a) not applying for credit, will be placed accordingly to the achievement test, (b) those students applying for credit will be given a comprehensive criteria reference test in each area credit is being applied.

CLASS MEMBERSHIP

Membership in a class is determined by the number of units of credit the student has on record, not by the number of years attended. Six (6) units are required to be a sophomore, twelve (12) units to be a junior, and eighteen (18) units to be a senior. A student must have eleven (11) units to attend Vo-tech school. A student must have five (5) units to order a class ring. A student must have seventeen (17) units before being permitted to have the senior picture taken. A student must attend class meetings according to class membership.

GRADING SYSTEM

The Cleveland High School grading system is a letter grade, 4-point system. A=4 points; B=3 points, above average; C=2 points, average; D=1 point, below average; F=0 points, failing. All grades recorded in permanent record files are to be letter grade and will disregard plus or minus signs. Cleveland High School also uses a 5- point system for any course designated as weighted. A=5 points, B=4 points, C=3 points, D=2 points, F=0 points. Number values of letter grades on a 100 percent scale are:

Grade of A	100-90
Grade of B	89-80
Grade of C	79-70
Grade of D	69-60
Grade of F	59 and below

A report card will be given to each student to take home at the end of each semester.

VALEDICTORIAN & SALUTATORIAN POLICY/ HONORS

Seniors who wish to be considered for valedictorian or salutatorian must successfully complete ten (10) units of the following classes. At least one unit of the classes must be chemistry, physics or a concurrent science course, and at least one unit must come from the math column. The other eight (8) units may be picked from any of the following class options. (One unit is equivalent to two semesters.)

<u>Language Arts</u>	<u>Science</u>	<u>Mathematics</u>	<u>Other</u>
(H) English I	(H) Physical Science	Col. Alg/Trig	OSSM
(H) English II	(H) Biology	Pre-Calculus/Calculus	Pre-engineering (PLTW)
	Chemistry		Biomedical (PLTW)
	Physics		
	(H) Physiology & Anatomy		

Any concurrent enrollment class not listed above will also apply toward Valedictorian and Salutatorian.

The following requirements will determine the selection of the Valedictorian & Salutatorian:

1. Valedictorians must complete 10 of the above classes and maintain a 4.36
2. Salutatorians must complete 10 of the above classes and have the next highest GPA.
3. Of the classes listed above and concurrent enrollment classes, 1 class must be taken English, Social Studies, and Science. 2 classes must come from Math.
4. Valedictorian, Salutatorian, and honors graduates will be figured on a 5 point scale called the Honors Grade Point Average.
5. The Honors Grade Point Average will include the grade point average of all high school classes taken, with **college defined curriculum** being counted on a 5.0 scale.
6. The Cumulative Grade Point Average will include all classes taken, with all courses being figured on a 4.0 scale.

Special Provisions

1. In any year that a graduating class does not have a student maintaining a 4.36 grade point average and completes the 10 required units, the student with the highest grade point average with the most required units will be named valedictorian. The second highest GPA, with the most required units, will be named salutatorian.
2. All Students maintaining a 4.36 grade point average will be eligible to apply for valedictorian scholarships at their chosen colleges.
3. All valedictorians, salutatorians and honors graduates will be recognized at graduation ceremonies.
4. Honors graduates are all students who graduate with a 4.0 or better. Students do not have to complete 8 of the college defined curriculum to qualify as an honors graduate. Honors graduates will be recognized with an honor cord during graduation ceremonies.
5. All Valedictorians and salutatorians will speak at graduation.
6. OSSM, bio-med and pre-engineering courses from Central Tech will count as either 3 or 4 of the ten necessary college bound curriculum points per year. The number will be determined by what courses are being taken. All honors courses or AP courses involved with this program will be counted on the 5.0 scale and will count as 1 of the 10 necessary college defined curriculum courses. Regular education courses involved in these programs will not count towards the 10 needed college defined curriculum and will be graded on a 4.0 scale.
7. In order to be considered for valedictorian or salutatorian, a student must have attended Cleveland High School for at least two years prior to graduation. Students who meet this requirement will be subject to review and considered on an individual basis.
8. Grades of NC (no credit) due to excessive absences will be figured as an F for the purpose of determining valedictorian of distinction, valedictorian, salutatorian, and top ten percent.
9. This policy will be under constant review and adapted according to expanding course offerings and state and local requirements.

Top 10%: The top 10% of each graduating class will be recognized with a Top 10% bib. To earn this honor, 10% of each graduating class, with the highest GPA based on the honors scale will be recognized.

Tiger Scholars: any student who becomes an Oklahoma Academic Scholar, as named by the State Department of Education will be awarded a red and gold cord as an honor for graduation. To be named an Oklahoma Academic Scholar, students must meet the following criteria:

1. 3.7-4.0 GPA on a 4.0 scale or be in the top 10% of their class
2. Achieve 27 composite score on the ACT
3. Complete or will complete the requirements for a standard diploma

CONCURRENT ENROLLMENT REGULATIONS

Payment of the tuition will be handled through the school office according to specific directions given at the beginning of each class. (Usually this means the student must bring a check made out to Cleveland Public School for their portion of the tuition. Students are responsible for supplying their own textbook. (The school will facilitate this process, but does not purchase the textbook). Students that do not pay their portion of college expenses are not eligible for the school payment. In the case of a fraudulent check for their portion of the payment (that is not corrected), the student and/or parent must reimburse the school for the payment the school has made.

Students that withdraw or fail to attend often enough to receive credit for the class must reimburse the school for the portion of tuition that the school paid.

Students must follow the specific directions of the administration with regard to student behavior and actions during times when the college classes are not in session, but regular classes are in session.

Any student that does not remain in concurrent enrollment throughout the school year will immediately be reassigned to a class or alternative placement, regardless of the potential to receive full credit for the assignment. Failure to attend the new assignment would be grounds for disciplinary action and/or the reimbursement to the school of any tuition money previously paid by the school. (For example, if a student does not take a college class offered the second semester, the student will be assigned to a study hall or another placement of the school's choosing through the end of the current semester. Failure to attend this assignment will cause the student to be charged the amount of the stipend the school earlier paid).

Any student who earns college credit through concurrent enrollment while enrolled at the Cleveland High School will receive academic credit for any concurrently enrolled higher education course that correlates with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district. These classes will not count against a student's Honors Grade Point Average. Any exceptions to this policy must receive prior approval from the principal.

HONOR ROLLS

The purpose of the honor roll is to give recognition to those students making no grade lower than a "B". Two honor rolls will be published at the end of each semester. They are as follows:

PRINCIPAL'S HONOR ROLL – Students making all A's and B's

SUPERINTENDENT'S HONOR ROLL – Students making all A's

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.

Business Professionals of America (BPA) Sponsor: Curtis Buller

To expose students to opportunities in the world of business through conferences, workshops and community service.

Academic Team Sponsor: Angela Joslyn

Provide the opportunity for students to participate in area scholastic competitions.

Health Occupation Students of America (HOSA) Sponsor: Noel Nation

For students that wish to develop leadership skills and job skills that are used in the world of healthcare employment.

Student Council (STUCO) Sponsor: Sheila Jimison

To raise standards in our school by raising school spirit and morale. To be an example to fellow students by showing respect to ourselves, our classmates and staff.

Foreign Language Sponsor: Angela Joslyn

To expose students to different cultures around the world.

- National Honor Society (NHS) Sponsor: Lana Ingalls
A nationwide organization throughout the United States. Selection is based on service, leadership, scholarship and character. Members must have a 3.3 overall GPA and are required to participate in school and community activities and uphold both the character and scholarship standards by which they were selected.
- Family, Career and Community Leaders of America (FCCLA) Sponsor: Richard Stanton
To promote personal growth and leadership development through Family & Consumer Sciences Education.
- Drama Sponsor: Lana Ingalls
Provides experience in preparing and performing various types of literature and original writings for an audience. Students practice voice techniques, physical movements, and expressions that enhance communication. They learn responsibilities in running and actual performance onstage and gain confidence in public speaking and performing.
- Yearbook/Newspaper Sponsor: Lana Ingalls
These video classes provide students with the important responsibility of creating a visual and written record of activities, events, trends, and people involved in the current school year. It also gives them experience in all aspects of running a small business that deals with funding, creating, and selling a product to a consumer. Students practice photography, various computer graphic arts, and video software programs and learn the basic tenets of journalism.

Title IX:

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

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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.