

# COVINGTON-DOUGLAS SCHOOL

Home of the Wildcats

2023-2024

Welcome

## Goals for the 2023-2024 School Year:

1. Strive for Excellence in the classroom and in all school activities.
2. Demonstrate proper behavior and attitudes. Your teachers, counselor, and principal can guide you, however, "you" must do your part. The school is an extension of our society and hopefully Covington-Douglas Public School will prepare you for the society you will live in.
3. Improve your work ethic, your attendance and your study skills.

Remember, a good student:

1. Respects all other students and teachers.
2. Refrains from using unacceptable words or profanity.
3. Is punctual and comes to school regularly.
4. Pays attention and wants to learn.
5. Does his or her school work and works hard to maintain good grades.
6. Always respects school property.
7. "Accentuates the Positive"

Do not hesitate to talk to us if you have a concern, question, or problem. Best wishes for a successful year.

## FORWARD

To the Parent/Guardian:

The purpose of this handbook is to explain and clarify the procedures, policies, and regulations at Covington-Douglas School. Read this handbook carefully as it contains many of the policies and procedures we will follow this school year. The school belongs to the people of the school-community. Its worth and effect depends largely upon the interest and cooperation of the students, parents, teachers, and the general public. Please feel free to talk with us if you have a concern, question, or problem.

**It is impossible to cover every rule or rule violation in this handbook. Therefore, the school and the administration have the authority to punish any member of the student body if it is necessary. It is of utmost importance that this school and all students are properly supervised.**

### Board of Education

- Paula Harak
- Gene Knouse
- Ross Gregg
- Laura Neel
- Nicholas Kramer

### Administration

- Darren Sharp - Superintendent
- Brian Smith – Principal
- Bryan Hall - Assistant Principal

### Counselor

- Sharla Sharp

### Secretaries

- Amy Wicker – Superintendent's Assistant
- Terry Kaiser - Elementary Secretary

## TABLE OF CONTENTS

Academic Athlete	pg. 24
Admit Slips-Make Up Work-Failing Core Areas	pg. 6
AHERA	pg. 26
Assault and Battery	pg. 13-14
Attendance	pg. 4-5
Before and After School Detention	pg. 19-20
Bus Rules	pg. 16
Cell Phones and Electronic Devices	pg. 17
Cheating/Plagiarism	pg. 14
Cheerleaders	pg. 24-25
Class Schedule Changes	pg. 14
Class/Activity Trips	pg. 15
Clubs & Organizations	pg. 25
Concurrent Enrollment	pg. 7
Discipline of Students	pg. 18-19
Dress Code	pg. 10-11
Drug Testing of Students	pg. 28-31
Eligibility for activities- Extracurricular activity attendance policy	pg. 22
FERPA	pg. 25
Fines, Fees, & Charges	pg. 17
Fire/Tornado Drill	pg. 15
Grading Scale-Graduation Requirements	pg. 4
Graduation Procedures	pg. 7
Harassment of Students	pg. 13
Honor Rolls	pg. 7
In-School-Detention/Lunch Detention/Saturday School	pg. 20
Inspection of Student Lockers	pg. 11
Insubordination and misinformation	pg. 14
Internet Use Policy-Internet Use Agreement	pg. 32-35
Intimidation, Hazing and Bullying	pg. 13
Leaving School Grounds	pg. 11
Lettering Requirements/Letter Jackets	pg. 24-25
Media Center Policies	pg. 16
Obscenity/Profanity	pg. 14
Oklahoma Promise	pg. 8
Outstanding Athlete Award	pg. 24
Pregnant Students	pg. 14
Proficiency Based Promotion	pg. 7
Prom/School-Sponsored Dances	pg. 9
School Cancellation	pg. 15
School Meals	pg. 22
Search of Students	pg. 12
Student Conduct/Code	pg. 9
Suspension of Students	pg. 21
Tobacco/Alcoholic Beverages/Drugs	pg. 18
Traffic Flow	pg. 16
Unexcused Absences/Tardies	pg. 5-6
Valedictorian/Salutatorian – Selection of	pg. 6-7
Vehicle Use and Student Parking	pg. 11
Vo-Tech	pg. 8
Weapons Free Policy	pg. 18
Withdrawal from School	pg. 15
Workstudy Employment	pg. 16

2022-2023 COVINGTON-DOUGLAS SCHOOL CALENDAR

August	8-9	Teacher In-Service – Professional Day
August	10	First Day of School
September	4	Labor Day – No School
October	6	End of 1 <sup>st</sup> Quarter
October	9	2 <sup>nd</sup> Quarter Begins
October	11-12	Parent Teacher Conferences
October	12-13	Fall Break - No School
November	20-24	Thanksgiving Break – No School
December	18-19	Semester Exams
December	19	2 <sup>nd</sup> Quarter Ends
December	20	Christmas and New Years Break Begins
January	3	School Resumes - 3 <sup>rd</sup> Quarter Begins
January	15	Professional Day - No School
March	7	3 <sup>rd</sup> Quarter Ends
March	18	4 <sup>th</sup> Quarter Begins
March	7-8	Parent Teacher Conferences
March	11-15	Spring Break – No School
March	29	No School
April	1	Professional Day - No School
May	12	Senior Baccalaureate 7:00 pm
May	16	8 <sup>th</sup> Grade Graduation 7:00 pm
May	15-16	Semester Tests
May	17	Last Day of School – 4 <sup>th</sup> Quarter Ends
May	18	Senior Graduation 10:00 am

Covington-Douglas Public Schools does not discriminate on the basis of race color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Covington-Douglas Public Schools also does not discriminate in its hiring or employment of practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name: Mr. Brian Smith (Title: Principal)

Email: [bsmith@cdwildcats.com](mailto:bsmith@cdwildcats.com)

Title IX Policy: <https://www.c-d.k12.ok.us/vimages/shared/vnews/stories/630386823f60e/TitleIX24.pdf>

Office Address: Drawer 9 (Covington-Douglas School)

Covington, Oklahoma 73730

Phone Number:580-864-7482

## GRADUATION REQUIREMENTS

### GRADUATION REQUIREMENTS

Total 23 credits

Credits:

4 English

3 Science

3 Math

3 Social Studies (American History, ½ Oklahoma History, ½ Government & 1 Choice)

1 Art (Choice of art, band, or ag communications)

1 extra core credit for college/work-ready students

2 Computer or Foreign Language (college/work ready must take 2 and core must take 1)

At least one language arts course must be taken every year. Students who intend to graduate before their Senior year, such as a Junior who receives or will receive the 23 credits needed to graduate, must consult with the high school principal and counselor by the end of the 1<sup>st</sup> quarter to let them know of their intentions. After the 1<sup>st</sup> quarter, the student will not be assured the right to participate in the graduation exercises, be in the Senior section of the yearbook, or be on the Senior Panel due to certain deadlines. A student who meets qualifications can still graduate.

Students shall take to the best of their abilities all state-appointed testing.

### GRADING SCALE

In accordance with the policy of the board of education, the following grading codes shall be utilized in all grades for all subjects, including special education:

90 – 100            A

80 – 89             B

70 – 79             C

60 – 69             D

59.49 and below   F (Not Passing)

A grade of an “I” is an incomplete, and will be changed when the course is completed within the time limit set by the teacher.

## ATTENDANCE

In accordance with the policy of the board of education, each student in high school and junior high school must attend regularly to gain credit for their classes they are enrolled in during that semester. Student grades will be based solely on project or coursework.

Students cannot have more than 9 absences per semester to receive credit in a class.

Chronic Absenteeism will result in failure to get credit in a class. Chronic absenteeism is defined as 10 absences in any one semester. Any student who accumulates 10 absences in any one semester will be subject to failure. Exception might be made in certain cases with administrative and/or board consideration, on an individual case by case basis. Saturday School will not be used in order to make up excessive absences. Once a student has 10 absences they will receive “no credit” for each class that they have 10 absences or more. The students can appeal the “no credit” ruling with the school board. The school board will listen to each case individually and determine the resolution for each situation, the decision of the board shall be final. The Garfield County Juvenile Office will be called and will assist with truant students.

## ATTENDANCE REGULATIONS

### Jr and Sr High

Excused absences will be granted for the following reasons:

1. Personal or family illnesses, death in the family, funeral of a close friend or relative
2. Medical appointments
3. Legal matters
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by the student’s religious affiliation

It is the responsibility of the parent to notify the school by 10:00 am if a child is to be absent for one of the above reasons. The school will attempt to contact those students’ parents who do not call. If no contact is made, the parent must call the day the child returns before the student can be

excused.

The student will make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

**STUDENT ATTENDANCE**

In accordance with the policy of the board of education, the following shall govern student attendance for activities.

1. School Activity: These are extracurricular activities, whether sponsored by the school or an outside agency recognized and approved by the administration, which removes the student from class more than half of a class period.
2. The total number of student activity absences allowed from any one class period without permission from the administration and approved by the local board of education, shall be 10 per year. The following activities are exempt: State and National levels of school-sponsored competitions which have the approval of the board of education, school field trips involving the class period only, serving as a page in the State Legislature, and school assemblies.
3. Once the student has had 10 activity absences from any one class period, the student must be reported to the principal's office for consideration of further absences.
4. The student will be allowed to make up any work missed while participating.

The criterion for continuing beyond the ten-day absence limit shall be as follows:

1. A student must have a letter grade of "C" or better in the subject or subjects that he wants to miss.
2. Before a student is given permission to be absent beyond the 10 day limit, even though he has a "C" or better, his record must show that his grade has not been adversely affected by the previous ten days of absences, and he has turned in all required work missed on previous days out.
3. Students with excessive absences

or tardies may not be granted any extra days for activity absences. These will be reviewed by the committee on an individual basis.

The policy of the board of education does not set a maximum number of activity absences to be allowed per student. However, unreasonable requests upon the administration for exemptions will not be considered.

The board of education may review monthly the activity calendar.

**ATTENDANCE REGULATION**

**K-6<sup>TH</sup> Grades**

In accordance with the policy of the board of education, this regulation shall govern attendance and absenteeism in grades Kindergarten through sixth. A student absent from class more than five times during a nine-week period may be required, along with the student's parents, to work out an improvement plan with the principal.

-Students who are absent from class shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class.

-In order to excuse a student who is absent the parent or guardian shall call the attendance office before 9:30 am the day of the absence.

-Three tardies during a nine-week period will be considered one absence for perfect attendance purposes.

-The following are examples of absences:

AVOIDABLE	UNAVOIDABLE
Vacations	Personal Illness
Trips for visits	Medical Appointment

**UNEXCUSED ABSENCES**

This is any absence that does not fall within one of the absences listed in "Attendance Regulations". Students are allowed to make up the work that they missed, but only for a maximum of 75% credit.

The parents/legal guardians of the student may also incur legal liability regarding failure to compel the student to attend school. (70 O.S. 10-106) Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the County District Attorney. (70 O.S. 10-1-5)

### **STUDENT TARDIES**

Students tardy to class who have been detained by a teacher shall be excused. A note stating the reason will accompany the student to their next class. Students tardy because of bus problems shall also be excused.

1. The teacher will hand out a tardy detention slip to the student when they are tardy to class. The student will serve his/her detention on Friday mornings with the Principal in the designated room from 7:45 am to 8:15 am.
2. If student is late or absent to detention then they will receive punishment deemed necessary by the administration.
3. The teacher shall have the prerogative to determine what constitutes a tardy to the class. The teacher will provide a written explanation of what constitutes a tardy in their classroom and shall orally inform the students.
4. A student who is more than 15 minutes late is counted absent for the period.

### **ADMIT SLIPS**

After an absence from school, a student must receive an admit slip from the office indicating the reason for the absence. The students are responsible for seeing that all teachers sign their admit slip. Their admit slip is to be given to the last hour teacher and turned into the office. Students who are absent in the morning for any length of time are also to obtain an admit slip before being admitted to any of their classes later during the day. Students are always to check in and out through the elementary office.

### **MAKE UP WORK**

All class work missed during an absence must be made up. Students will be given an allotted amount of time in which to complete make up work. The general rule to follow is that if a student is gone two days he/she will have two days to make up his or her work and so forth. Work not made up within this time shall not be accepted and will be recorded as a zero.

### **COLLEGE DAYS**

Senior students will be allowed a reasonable number of days (limit 3 days) to visit post-high school institutions in which the student is interested in attending after graduation. (\*A student may visit more than one institution in a day.)

The college day visitation must be pre-approved by the counselor and/or principal to be counted as a school activity. A student who visits a post-high school institution without receiving prior permission from the counselor and/or principal will receive an unexcused absence. A student must demonstrate a bona fide interest in the institution to visit the institution.

### **PROMOTION OF STUDENTS FAILING**

#### **CORE AREAS (7<sup>TH</sup> & 8<sup>TH</sup>)**

1. Students in the 7th & 8th grades who fail to successfully complete each of the four core curriculum classes will not be promoted without an educational review and contract.
2. Students (8<sup>th</sup> grade) not passing each of the four core curriculum classes prior to graduation may not be able to go through promotion or graduation exercises in the 8<sup>th</sup> grade.
3. Students who fail a core curriculum class could be promoted upon fulfillment of all terms of an educational contract and/or successfully completing the same class or classes in summer school.
4. Students and/or parents will be responsible for paying the tuition charges and other fees incurred for summer school sessions.

### **SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

Beginning with the class of 2012 a weighted system will be used to determine the Valedictorian and Salutarian of Covington-Douglas High School. The selection of the Valedictorian and Salutarian shall be made on the basis of grades for the 9th, 10th, 11th and first semester of the 12th grade. The school has the right to revoke the status of a Valedictorian or a Salutarian if the senior's 2nd semester grades make him or her ineligible for the honor. No student shall be considered for this honor unless they have attended the Covington-Douglas School for the three previous semesters. No Student shall be considered unless they have taken the College Bound Curriculum as set forth by the State Department of Education. No student will be eligible for this honor that chooses to graduate early (before their senior year – 12th grade). This is primarily because the selection must be based

on a seven semester transcript.

The point system to be used in the selection is as follows:

Regular Classes A=4 B=3 C=2 D=1 and F=0  
Honor's Classes A= 5 B = 4 C = 3 D = 2 Honor's courses will consist of all AP courses, all OSSM courses, Trig/PreCalc, Physics, and College Courses taken through an accredited Oklahoma University. A maximum of the first two credits of honors courses taken will be weighted as honors. All additional honors courses will be weighted as follows: A=4 B=4 C=3 D=2 and F=0.

In the case of ties, duplicate awards will be given. In grade school, the selection will be based on the grades from the 2nd semester of the students 6th grade year through the 1st semester of their 8th grade year. Other regulations shall be the same as used for the high school. However, in elementary if students fail to meet attendance requirements and have no board approved exemption for excessive absences they shall be ineligible to receive the valedictorian or salutatorian award.

#### **GRADUATION PROCEDURES**

A student may participate in graduation exercises if the student was on target for graduation at the end of the 1<sup>st</sup> semester and is no more than 1/2 credit away from the required credits for graduation at the time of graduation and the student is otherwise on track with their normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. Graduation ceremonies are under the direction of the senior class sponsors and the administration. All students will wear royal blue caps and gowns as issued to them. Male students will wear slacks and all students will wear appropriate shoes. Any student failing to adhere to the guidelines set by the class sponsors and the administration will not be allowed to participate in graduation exercises. Any inappropriate behavior before, during or after the graduation ceremony will result in the guilty student(s) not receiving their diploma.

The 8th grade graduation ceremony is also a special event, as of January, 2023 the 8<sup>th</sup> grade students will be required to wear a school-issued cap and gown for the 8<sup>th</sup> Grade Graduation.

#### **HONOR ROLLS**

The Principal's Honor Roll is open to all students who at the end of each grading period have no grades lower than B. The Superintendent's Honor Roll is open to all students who at the end of each

grading period have all A's.

#### **CORRESPONDENCE STUDY**

Students of school age while in attendance at Covington-Douglas High School may be permitted to pursue a maximum of one unit by correspondence, each year for two years. No course may be taken by correspondence that can be scheduled.

#### **CONCURRENT ENROLLMENT**

Concurrent enrollment in college level classes while still a high school student is offered to all Seniors and Juniors that qualify. Concurrent high school students must be eligible to satisfy the requirements for college admission no later than the spring of his/her senior year. College credit is earned for the courses taken and grades reflected on a student's college transcript. High school credit is not earned and not reflected on a student's high school transcript. Check with the school counselor for enrollment requirements and the student contract needed in order to enroll in college courses.

#### **CONCURRENT ENROLLMENT SCHOLARSHIPS**

Participants must be CD students in good standing with the school. Classes must be provided by NOC, no online courses. The yearly monetary maximum will be determined by the CD BOE each August. Qualifying coursework will have the tuition paid by the state of Oklahoma. CD Schools will pay up to \$100 per qualifying credit hour to assist in the payment of fees as long as funds exist in the donation account of the activity fund that have been earmarked for scholarships. No student shall receive more than \$600 per semester. Priority of the funds will be determined by seniority (Seniors first then Juniors) and Student GPA while attending CD schools. Students must be enrolled in fall classes by Memorial day prior to the fall semester and by Thanksgiving for the spring semester. Students will need to make at least an A or a B in concurrent coursework to be eligible for the following semester. If students drop a course they will need to pay back the scholarship fund or risk not receiving the scholarship in the future. These rules may be adjusted on an as needed basis by the CD BOE and should in no way be considered guaranteed funds. The Superintendent of schools shall make temporary regulations concerning this

policy as needed.

### **PROFICIENCY BASED PROMOTION**

Proficiency based promotion is offered to all students twice during the school year. Each student has the opportunity to participate in the proficiency based promotion tests in August during the first week of the fall semester and again in May during the end of the spring semester. The student must score a minimum of 90% on the test to receive credit and advance to the next level of study. Proficiency based promotion tests are offered at each level of elementary school, grades 1-8, that include assessments in language arts, mathematics, social studies, science and reading. Assessments at the secondary school level vary. Check with the counselor's office for a current list.

### **RETAKEING A COURSE**

A student may not retake a class or course for credit, or to receive a higher grade for the course, if the student has previously taken the course and received a passing grade for the course. If a student retakes a course the student has previously failed, the student will receive the grade the student makes upon retaking the course. The previous grade, however, will not be removed from the student's transcript.

### **AUTRY TECHNOLOGY & TRANSPORTATION**

Students who are classified as juniors or seniors may enroll in courses at the Autry Technology Center in Enid. Students must enroll in the morning only, unless special permission is granted by the administration.

Covington-Douglas Public Schools provides transportation to Autry Technology Center for all students attending Autry. All students attending Autry must ride the school provided transportation unless:

1. They have filled out the student transportation sheet that must be signed by the student and parent and are the driver of the vehicle that is being used.
2. Made application to the Covington-Douglas Board of Education and received Board approved notification of an exemption from this policy.

The Vo-Tech bus will leave at 7:25 a.m. from school. Vo-Tech students will arrive approximately 11:20 a.m. back to Covington-Douglas for 4<sup>th</sup> hour. Students are expected to be

in class at 11:25 a.m.

### **PARENTAL INVOLVEMENT PLAN**

Covington-Douglas Public Schools wishes to keep parents involved with the educational aspects of their student's lives. To accomplish this, parents, teachers, staff and administration will confer in a variety of ways to provide the most beneficial way to assist students in their educational endeavors. This plan will be distributed to all students and parents/guardians through our annually printed student handbooks which are assessed and developed jointly with input from parents, board members, administration, staff and students. It is reviewed annually and updated as needed. Parental input into the Title I program shall be encouraged through meetings, questionnaires, conferences, school website, and phone calls. Parents are encouraged to attend a variety of events to maximize interaction with staff and programs. Parent University at the beginning of school, Parent/Teacher conferences and availability to meet with teachers on an individual, and as needed basis are all designed to keep the doors of communication open between parents and staff and actively involve the parents in the educational process. Parents can also access student's grades on line at any time on their computer with the Wen-Gage software the school and teachers maintain.

High Quality Student Assessment shall server as indicators for placement in the Title I Program. Success of children in the Title I Program will be determined by appropriate gains in the regular instructional program, as measured by classroom grades and teacher observation. Title I Focus on Reading along with PASS and other school test results shall also be reviewed and assessed. On-going assessment will occur to determine which aspects of the program are effective and which are in need of improvement. Communication and activities will be coordinated through professional development in areas of teacher inservice, assessment of teaching strengths, and communication with parents toward creation of the best possible learning experience for each child. The school encourages volunteer or drop by participation from parents and the community.

### **OKLAHOMA PROMISE**

*For more information or a complete listing of requirements, contact the Oklahoma State Regents for Higher Education at (405) 225-9100.*



Oklahoma's Promise allows 8th, 9th, 10th, and 11th-grade students from families meeting certain income requirements to earn a college or technology center tuition scholarship. Students must also meet academic and conduct requirements in high school. Students must enroll in the program as an 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, or 11th grader.

**Student Requirements:**

- Be a resident of Oklahoma.
- Make a commitment to the program as an 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> or 11th grader.
- Have a family income of \$60,000 with 1 or 2 dependent children OR
- \$70,000 with 3 or 4 dependent children OR
- \$80,000 with 5 or more dependent children.
- Don't skip school.
- Do your homework.
- Don't abuse drugs or alcohol.
- Don't commit criminal or delinquent acts.
- Complete the courses required for admission to any Oklahoma college or university plus 1 unit (these courses must include two units of foreign language or technology and 1 unit of fine arts).
- Apply for other financial aid during your senior year of high school.
- Take part in Oklahoma Promise activities that will prepare you for college.
- Meet with a teacher, counselor, or principal to go over your schoolwork and records.
- Graduate with a 2.5 grade point average within the previous three years.
- Have been admitted and enrolled in an institution of higher education or postsecondary career-tech program

Contact the school counselor for forms and enrollment information.

**STUDENT CONDUCT**

For the purpose of this regulation, a student is defined as any person regularly enrolled in an

educational program provided by, or approved by, the Board of Education and provided on premises owned or controlled by the school district. Students in school building, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative disciplinary functions, or any other activity sponsored or approved by the Board of Education.
2. Physical, emotional, or mental abuse of, threat of harm to, any person on school owned or controlled property or at any school attended, sponsored or supervised event of function.
3. Damage or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school owned, controlled, attended, or supervised premises.
4. Forceful or unauthorized entry into or upon or occupation of school district facilities, including buildings and grounds.
5. Unlawful use, possession, distribution, sale or trade of drugs, alcohol or controlled substances, tobacco products, or any substance which is capable of causing or producing mood alteration or behavioral changes.
6. Conduct of speech that violates commonly accepted standards of society within the community.
7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
8. Any conduct constituting a breach of any federal, state, or city law or ordinance of duly adopted policy of the Board of Education.
9. Any student knowingly violating any of these policies and regulations will be subject to warning, reprimand, probation, suspension, or expulsion, in addition to any civil or criminal proceedings or prosecution.

**STUDENT CODE**

1. Every student can be neat and clean in appearance. Pride in one's self and one's

school is reflected by being clean and keeping their school clean.

2. Student courtesy to one's peers and to visitors will be a major priority at Covington-Douglas Schools at all times.
3. If a student brings medication to school the medication will be turned into the principal's office at the beginning of the day. Students that bring medication to school should bring only one daily dosage at a time and a note from a parent should accompany the medication when checked into the principal's office explaining the type of medication and its proper usage.
4. Students should walk in class, halls, cafeteria, or the auditorium.
5. There is to be no snow ball throwing within one block of school premises. Offenders will be subject to disciplinary action.
6. During home athletic games, students must stay off the playing area at all times. Stay in the stands and be seated except when buying refreshments.
7. Students are required to ride the bus to and from all activities that are school sponsored activities where the school provides transportation. Students may ride under special circumstance with a parent provided the school sponsor and administration grant permission.
8. Private cars may be used on school sponsored trips only with prior administrative approval and an adult must be present in each car.
9. All fund-raisers must be approved through the principal and Board of Education.
10. The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

#### **PROM & SCHOOL-SPONSORED DANCES**

All out of town dates must be turned in and approved by the Principal and/or dance sponsor. Nobody will be allowed to attend the Prom or attend a school-sponsored dance that is 21 years of age or older at the time of the event.

The Junior/Senior Prom is a formal event and proper attire is required. No blue jeans will be allowed. Dresses and ties are required. Students will adhere to these dress requirements or they will not be allowed to attend.

#### **GENERAL INFORMATION**

1. Students will not be allowed to work in potentially hazardous situations unless under direct teacher supervision. This is a safety precaution. There is equipment in the shop that could prove dangerous unless operated properly.
2. In order to protect the reputations of both girls and boys, public displays of affection will not be allowed on school grounds or on school sponsored activities. Violation of this rule will result in disciplinary action deemed appropriate by the administration.
3. All class and organizational expenditures must be approved by the principal. It is the responsibility of the organizational sponsor to verify to the principal that funds are available in the account to meet any planned expenses.
4. Any work done by the school secretary for classes and organizations must be approved by the principal.
5. Students are welcome and should feel free to visit the school administrator. We ask that the students not use the office phones unless it is absolutely necessary.
6. Subjects that have dues should be paid within two weeks to eliminate bookkeeping difficulties for the teacher.
7. Discipline cases will be handled by the principal. The principal will confer with the superintendent on cases that involve serious offenses. The decisions will be made and punishment will be administered according to seriousness of the offense, individualism, and all factors that are relevant to the case.
8. The administration has the right to inspect lockers and vehicles at any time.
9. The school administration also requests that no radios, Ipods, mp3 players, etc. be brought to school; exceptions may be made on special days with administrative approval.

#### **DRESS CODE**

The Covington-Douglas Board of Education believes that the majority of the students in public schools recognizes their own individuality and has no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the student and their parents will not be questioned. The only requirements the board of education insists on, are that the students' dress and grooming shall not lead school officials to reasonably believe that

such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety, or to the safety of others.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is any way disruptive to the operation of the school will not be permitted.

Revealing or sexually provocative clothing may not be worn.

The principal, in conjunction with sponsors, coaches or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extra curricular activities. In extreme cases, students may be suspended until the violation is corrected.

The following are specifically prohibited:

1. Tank tops except in P.E. classes.
2. Clothing made of see through materials; shirts or blouses that expose the midriff and/or back; or sleeveless garments resembling tank tops with shoulder straps less than 2 inches wide and/or not covering all straps of undergarments, sports bras are considered undergarments.
3. Writing or pictures on shirts or patches that suggest obscenity or vulgarity or that advertise beer or alcoholic beverages, drugs, and/or tobacco products.
4. Indoor wearing of sunglasses, hats, caps, or any type of head covering.
5. Wearing of shorts shall be seasonal for grades PK – 5<sup>th</sup> as determined by the administration. Shorts worn by 6<sup>th</sup>-12<sup>th</sup> grade students shall be at least fingertip length. Any holes in jeans must be below the fingertip length.

Cheerleaders will be an exception to the dress code policy when wearing approved cheerleading uniforms on game days and for special activities.

#### **HATS/HEAD COVERINGS**

Caps, hats, bandanas, or similar head coverings shall not be worn to class or within school buildings during the school day unless prescribed by a physician or approved by the administration for medical reasons, previously approved by the school's administration headwear for religious reasons, or approved by the school's administration for a special school activity. Approved coverings worn as a part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy. Hats or head coverings worn in violation of this policy will be confiscated and returned to the student at the discretion of the administration

#### **VEHICLE USE AND STUDENT PARKING**

The Covington-Douglas Board of Education will permit student use and parking of motor vehicles on the high school campus only. Student driving a motor vehicle to the high school campus may park the vehicle in the parking lot west of the new gym. Students will not park vehicles in driveways or on private property. The vehicle will not be used during the school day. In the event of an emergency, an administrator or teacher may grant permission, for a student's use of a vehicle.

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to direct the manner of parking and conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized material may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

No student is to drive his or her auto during school hours after once arriving on campus without permission as noted above, they are also not allowed to ride of campus with anyone else. Violation of this rule will result in disciplinary action deemed appropriate by the administration.

#### **LEAVING SCHOOL GROUNDS**

No student shall leave the school grounds during

school hours except by permission of the superintendent or principal. Students that leave the school without permission shall be considered unexcused and will be subject to disciplinary action. Students in grades 9-12 wishing to leave the school grounds at noon will have to have a note on file signed by a parent or guardian and must return on time for their 5<sup>th</sup> period class. The students are not allowed to drive off campus or ride with anyone during the lunch period and they are still to abide by all school rules during this time. Violation of these rules will result in disciplinary action deemed appropriate by the administration and also forfeit their right to leave campus during lunch. Violation of other school rules may result in losing this privilege. Students will only be granted permission to drive off campus at noon in extreme cases and must have the principal's approval. Any other time it becomes necessary for a student to leave school grounds, said student shall check out through the office and the parents shall be notified before the student leaves if possible.

#### **ENTERING OR LEAVING SCHOOL BUILDING**

Students will be allowed to enter the school building at 7:45 a.m. each morning, at which time they are expected to go to the cafeteria for breakfast or to the old gym and be seated in the bleachers to wait for the first bell at 8:20 a.m. After finishing breakfast students should go to the old gym if time permits.

Students should leave the main building by 4:00 p.m., unless otherwise permitted by a teacher or principal to remain longer.

Students may enter the hallways before school and during lunch to visit the snack machines or their lockers, however they should get what they need and return to the gym.

#### **INSPECTION OF STUDENT LOCKERS**

It is the policy of the Covington-Douglas Board of Education that all student lockers, desks, and other school property are subject to periodic inspection. Students have no privacy concerning lockers, desks, or other school property.

#### **SEARCH OF STUDENTS**

The Covington-Douglas Board of Education believes that all students should be free from unreasonable search and seizure by school

officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion (cause) for such searches.

In accordance with the policy of the board of education, searches of student and/or property shall be conducted under the following circumstances:

--The superintendent, principal, or authorized/designated personnel of this school may detain and search any student or students on the premises of the public school, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized personnel has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, controlled dangerous substances as defined by law, tobacco products, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be a disruption of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
4. Authorized personnel conducting a search shall have authority to detain the student(s) and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is of the same sex as the person being searched and shall be witnessed by at least one other authorized person. The witness will be of the same sex as the student when practical.
6. Items that may be seized during a lawful search, in addition to those mentioned in paragraph 1 above, shall include but not be limited to any object, instrument, or material commonly recognized as unlawful or prohibited. For example: switchblade or material commonly recognized as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
7. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the principal for a period not to exceed the current school semester or as prescribed by law. Such suspension may be in addition to any civil or criminal liability.

#### **HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of the students. This policy applies to all students.

##### 1. Sexual Harassment

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature, and sexually oriented “kidding”, “teasing”, double meanings and jokes.
- B. Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging or touching a student

inappropriately may constitute sexual harassment.

- C. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The principal is directed to cause any graffiti or unauthorized writings to be removed immediately.

## 2. REPORTS, INVESTIGATIONS, AND SANCTIONS

- A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrators or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration supervision or to any responsible adult person.

2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

- B. In determining whether alleged conduct constituted sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigation and resolving complaints of sexual harassment.
- C. Any student found to have engaged in sexual harassment of other students

shall be subject to sanctions, including but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

#### **INTIMIDATION AND BULLYING**

Harassment, intimidation, and bullying are strictly prohibited at school by the Covington-Douglas School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

“Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socio-economic status or any distinguishing characteristic.

“At school” means on the school grounds, in school vehicles, at designated school bus stops, at school sponsored activities, or at school sanctioned events.

#### **HAZING**

As per Oklahoma Statute Section 1190 of Title 21: No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

"Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

#### **ASSAULT and BATTERY**

**ASSAULT:** *Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Assault includes verbal threats.* Violation will result in disciplinary action deemed appropriate by the administration.

Law enforcement will be contacted on first or subsequent offenses where deemed appropriate by the administration.

**BATTERY:** *Offensive, un-consented touching of another’s person. Battery includes fighting and*

*throwing objects.* Violation will result in disciplinary action deemed appropriate by the administration. Law enforcement will be contacted on first or subsequent offenses where deemed appropriate by the administration.

#### **ASSAULT ON A SCHOOL EMPLOYEE**

A school employee shall mean any duly appointed person, employed by or employees of a firm contracting with the Covington-Douglas school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.

#### **INSUBORDINATION**

A student found to be disobedient to the authority of school personnel, and or failing to follow the directive of the personnel without just cause as determined by the administration, will be subject to disciplinary action deemed appropriate by the administration.

#### **MISINFORMATION**

Willfully giving misinformation by commission (lying) or omission (misinforming by remaining silent) is prohibited. Violation will result in disciplinary action deemed appropriate by the administration.

#### **OBSCENITY/PROFANITY**

Obscene materials including, but not limited to; illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, song lyrics, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity, including but not limited to: gestures, symbols, verbal, written, etc. Violation will result in disciplinary action deemed appropriate by the administration.

#### **CHEATING/PLAGIARISM**

A grade of zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat. Violation will result in disciplinary action\_ deemed appropriate by the administration.

### **PREGNANT STUDENTS**

The Covington-Douglas Board of Education affirms the right of pregnant students to continue with their participation in the public school program. Reasonable efforts will be made to insure that the educational program of all students shall be disrupted as little as possible. Pregnant students should advise the counselor so that any necessary adjustments may be considered. With the counselor, the student may elect one of the following plans:

1. The student may remain in her present program, with any necessary modifications until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health.
2. The student may remain in her present program or may temporarily withdraw from school at the direction of her physician and receive homebound instruction until her physician certifies that she is physically able to return to school.

Any modifications to a student's normal school curriculum will be based upon the recommendation from the student's physician and school administration. Absences will be permitted when deemed appropriate by the administration. No student will be prohibited from seeking or qualifying for any honor program, class officer position, or any other student activity based solely upon pregnancy or parental status.

### **WITHDRAWAL FROM SCHOOL**

A student who wishes to withdraw from school should report to the principal with a note from his parents requesting withdrawal. After approval, the student will complete the necessary forms. No withdrawal will be complete if the student owes money for books or other items.

### **CLASS SCHEDULE CHANGES**

A student shall have until 8:30 am the first Monday following the first day of school in which to change classes after the initial enrollment. Any withdrawal from a class after this period shall result in a failing grade in the class from which the student withdraws. A student who withdraws from a class after the first mid-term grading period (the first nine-week mid-term progress report), or is removed from a class by the principal for disciplinary reasons, shall receive a failing grade

"F" for the semester.

The Administration and teacher reserve the right to drop a student from a class due to certain circumstances without penalty being assessed to said student.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills will be conducted at regular intervals by the principal. Fire Alarm: Series of short rings on the school bells, as well as the regular alarm warning from the systems in building so equipped. Tornado Alarm: Instructions and warnings for tornados will be announced over the intercom system. A fire drill will be held during the first month of each semester. At least two fire drills shall be held each semester. Teachers and students will be instructed on tornado and severe weather precautions each year. There will be at least 2 tornado drills each year.

### **SCHOOL CALENDAR**

An up to date calendar of school activities is maintained by the principal. To prevent conflict, the principal is the only person who can make entries on the official calendar. Before an organization can place an activity on the calendar, the activity must be approved by the faculty sponsor and the principal.

Activities must be placed on the calendar at least one week prior to the event. The time and place of the activity, within the school's control, is not to be scheduled after 5:00 p.m. on Wednesdays.

### **SCHOOL CANCELLATION**

During severe and inclement weather, the announcement concerning school cancellations will be made using the school wide notification text and will also be made over the television stations 4, 5, 9, and 25. Please check the schools website as it is updated regularly. Every attempt will be made to make the decision as close to 6:30 am as possible.

### **COPIER USE**

Students are not allowed to use the copy machines unless they have permission from their teacher. Copy machines are only to be used for school assignments.

### **CLASS AND ACTIVITY TRIPS**

Only those trips authorized and supervised by the school will be allowed. Students will be required to turn in assignments and do all work missed. Students not turning in all work shall not be allowed to attend their next trip unless special permission is granted by the administration for unusual circumstances. Sponsors shall turn in list of students attending a school sponsored activity to the principal at least 2 days in advance of activity.

#### **PRESERVATION OF SCHOOL PROPERTY**

Each student should take pride in maintaining the appearance of the buildings, equipment and grounds. Willful destruction of school property may result in the student and their parents paying for the damages.

#### **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, radios, or cameras to school. Students should keep track of their own glasses, watches and other personal items. Students, not the school, are responsible for their personal property.

However, by necessity from time to time, if you need to bring money or articles of value to school, please turn them into the office for their safe keeping.

Combination locks will be provided to students for their lockers. Requests for locks can be made in the high school office.

Any student caught stealing from another student, stealing from a teacher or stealing from the school will result in disciplinary action deemed appropriate by the administration.

#### **MEDIA CENTER POLICIES**

1. Books may be borrowed for a length of 14 days and renewed for an additional 14 days if necessary. There will be a nickel fine per day for overdue library books.
2. Students who have overdue books will not be allowed to check out more books until the overdue books are returned to the library.
3. Students are to remain quiet in the media center at all times. Students, who are talking, or otherwise wasting time, will be sent back to their study hall or assigned class.
4. Encyclopedias and books marked REF (references) may be checked out for overnight use only, and will be due the next morning at 8:30 a.m.
5. The use of media center equipment and materials shall be prearranged with the media

specialist including any after-school hour uses.

#### **BUS RULES**

1. The bus driver may assign seats
2. Be courteous.
3. No profanity or unacceptable language.
4. Do not eat or drink on the bus unless the bus driver grants special permission.
5. Help to keep the bus clean.
6. Violence is prohibited.
7. Remain seated when the bus is moving.
8. No tobacco, alcohol, or drugs of any type.
9. Keep your arms, hands, and head inside of the bus at all times.
10. Keep your hands and feet to yourself.
11. For everyone's safety, do not distract the driver through loud talk, or other misbehavior.

#### **MISBEHAVIOR ON BUS**

Penalty, at the discretion of the building principal, depending on the circumstances, may include removal of bus riding privileges. Serious misbehavior on the bus may also be the cause for discipline up to and including suspension out of school and expulsion from school.

#### **SCHOOL AND CLASSROOM VISITATION**

Students are instructed not to bring visitors to school with them unless the respective principal grants permission.

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the Covington-Douglas Board of Education to restrict classroom visitation to a minimum.

Any person who needs to visit a classroom or other school facility must obtain permission from the principal. Visitors on school property without permission may be asked to leave the premises.

The building principal is directed to establish appropriate procedures to insure compliance with this policy. Such procedures will include posting notices at the entrance to each school building. The notices will require visitors to report to the principal's office before visiting any classroom or other facility.

The principal is authorized discretion in permitting visitation.

#### **WORK STUDY EMPLOYMENT**

It is the policy of the Covington-Douglas Board of Education that permission to participate in the



work-study employment program will be decided and granted on an individual basis.

Any student desiring to participate in the work-study program must be a senior. The student must present to the principal, in writing, the benefits that will be derived from the work-study program. The student must also have a personal interview with the principal before any action will be taken.

In accordance with the policy of the board of education, this regulation shall govern the work-study program in the Covington-Douglas School system.

1. In order to qualify for the work-study program, a senior high school student must be able to complete graduation requirements during the senior year.
2. The student must obtain parental and school permission.
3. The student may be absent from school for employment purposes a maximum of one class period each school day.
4. All students at Covington-Douglas High School are required to take a minimum of six core curriculum courses each semester as mandated by the State Department of Education, therefore, work study participants will not be allowed to serve as teachers' aides.
5. The student must be passing in all subjects during the first semester to be eligible for work-study the second semester.
6. School officials may visit the student's place of employment on a periodic basis to insure that the student is maintaining satisfactory employment during the time period that the student is excused from class.
7. If the student's employment is terminated, the student must qualify again for continued work-study, or return to school.

#### **TRAFFIC FLOW PATTERN FOR ARRIVAL, DEPARTURE, & PARKING**

1. All automobiles entering the lot to park are to enter from the SOUTH or by the New Gym. All vehicles are to exit the parking lot by heading WEST- then SOUTH to the street approach.
2. Parents who drive their children to school are to enter from the SOUTH- then exit as indicated above. Parents may also enter the parking lot from the south, but must make a U-TURN and-EXIT BACK TO THE SOUTH.
3. There is to be NO double parking in the bus

entrance lane as this tends to block buses upon arrival and also restricts parents from exiting to the south.

4. No one is to exit the parking lot headed west along the bus parking lane unless the buses have departed. Buses will have the right of way over all other vehicles except Fire and Ambulance.
5. If parents need to leave their autos to visit the teachers, they are kindly requested to park in any vacant parking (as designated) area.

#### **STUDENT: FEES, FINES, & CHARGES**

1. Membership dues in student clubs, admission fees, or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual maintenance cost of the use of musical instruments and/or uniform owned or rented by the district.
6. Item of personal apparel which becomes the property of the student and which is used in extracurricular activities.
7. Fees for identification cards if applicable.
8. Fines assessed for lost, damaged or overdue books.
9. Other fees, fines or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

At the discretion of the superintendent, students who are financially unable to make payment for lost or damaged instructional materials will be allowed to work off their debts in a program approved by the superintendent or his designee.

All lost or damaged materials must be paid for before the end of school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students who owe money at the end of any semester will not be permitted to participate in extracurricular activities until the money is paid or other arrangements have been made.

Students in the 12<sup>th</sup> grade who have not fulfilled these obligations also will be denied the privilege of participating in the graduation ceremonies of the class.

#### **CELL PHONES/ELECTRONIC DEVICES**

(January 2023) Personal mobile devices, including but not limited to, mobile phones, smart watches, and Bluetooth headphones/earbuds are not to be seen or heard during class time. Students will be allowed to access their phones before school, after school, during lunch and during passing periods. Headphones/earbuds are not to be worn in any classroom or in the hallways during passing periods.

During class, students may not use their phones for calculators, checking time, listening to music, checking their grades, or for any other reason. Students will not be allowed to take their phones with them to the restroom during the class period.

We are implementing this policy to:

Students need to be aware that videoing fellow students on school grounds may constitute a violation of their privacy rights and could result in punishment that is more severe.

**Covington-Douglas Public Schools is not responsible for stolen, damaged or lost electronic devices or cell phones. If a student brings an electronic device or cell phone to school, then they are bringing it at their own peril.**

#### **LOCKER CARE**

In order to maintain and keep our lockers and hallways looking good only tape and signs with removable adhesive will be allowed on or in lockers. Decals, bumper stickers, and anything with a permanent adhesive back will not be allowed.

#### **WEAPONS FREE POLICY**

The Covington-Douglas Board of Education is in compliance with the amended Elementary and Secondary Education Act of 1965 (ESEA) SUPPORTS A WEAPONS FREE LEARNING ENVIRONMENT. The board therefore directs the superintendent to establish a weapons free school policy and accompanying regulations. The Covington-Douglas Board of Education in its efforts to maintain a safe and orderly learning environment hereby establishes a policy in relation to weapons within and upon school campus or at

any school sponsored activity regardless of where the activity is held. The following regulations have been established in accordance with the policy on weapons.

The definition of dangerous weapons is defined as any firearm and/or knives that are a based instrument, or any other instrument designed to cause bodily harm (such as “Numb Chucks”).

Regulations:

1. Any student who is determined to have brought a weapon to school or school activity under the jurisdiction of Local Education Agency (LEA) shall be expelled from school and restricted from attending any and all school related activities during the time of his/her expulsion. Said period of expulsion shall be for a period of not less than one year.
2. Any student who is determined to have assisted another student in attempting to hide the weapon and/or any part of the weapon, (such as bullets), shall also be subject to expulsion from school for a period of not less than one semester nor more than one year.
3. Any student possessing a bladed instrument that is or was a part of a class procedure such as dissecting animals in a science class or an art class, shall be held accountable to the policy as stated in regulations 1 and 2 above. However, the chief administrator shall have the authority to modify the expulsion requirement on a case by case basis in such instance.
4. Students shall not have weapons in or on any motorized vehicle that is parked on campus. The school authorities shall have authorization to inspect any student driven automobile.

#### **ALCOHOLIC BEVERAGES/DRUGS**

It is the policy of this school district that no student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage, or fortified wine, or other intoxicating liquor, or possess, use, or transmit drug paraphernalia or counterfeit drugs, or possess, use, transmit or be under the influence of any chemicals or products with the intention of bringing about a state of exhilaration or euphoria, or of otherwise altering the student’s mood or behavior. This policy shall apply to all students before, during and after school hours at school, in any school building and on any school premises,

in any school-owned vehicle, or in any other school-approved vehicle used to transport students to and from school, or school activities; off school function; or during any period of time when students are subject to the authority of school personnel.

This policy will also include any students working for the district as an employee during school or after school hours. Any student representing or attending Covington-Douglas activities are forbidden use of, or possession of alcohol or drugs in any form. The use, possession or distribution of any form of an alcoholic beverage, or drugs during school hours or school-related events is strictly forbidden and illegal. Violation of this policy will result in suspension (up to two semesters), and will be reported to the proper authorities.

#### **TOBACCO & SIMULATED TOBACCO PRODUCTS**

Possession of tobacco or tobacco related products by students is prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242.) Prohibited tobacco products and paraphernalia include, but are not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers, vapes, juuls, e-cigarettes, simulated tobacco products and packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained; who shall refuse to furnish such information shall be guilty of a misdemeanor. Possession or use of tobacco/tobacco products, vapes, juuls, e-cigarettes or simulated tobacco products by minors may be reported to law enforcement as deemed necessary. Violation will result in disciplinary action deemed appropriate by the administration.

#### **DISCIPLINE OF STUDENTS**

In recognition of the fact, the Oklahoma Legislature has amended O.S. 6-114 to read as follows: Each local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. The local policy shall provide options for the control and discipline of the students. The parent and guardian of every child residing within a school district shall be notified by the local board of education of its adoption of the policy and shall receive it upon request. Provided the teacher of a

child attending a public school shall have the same rights as the parent or guardian to control and discipline such child according to local policies during the time the child is in attendance, or in transit to or from the school, or any other school function authorized by the school or classroom presided over by the teacher.

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulation of the district.

Administrative response to student's misconduct is a matter directly influencing the morale of the entire student body. As such, all students shall be treated in a fair and equitable manner. Disciplinary action shall be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense and its potential effect on other students.)

In administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective is administered in each case. In all disciplinary actions, the administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

Nothing dealing with discipline shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel and the due process in cases, which may end in suspension or expulsion.

Discipline problems shall be interpreted by the principal or their designees in a manner which they deem just, given the circumstances of the individual case.

Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted.

#### **DISCIPLINARY ACTIONS**

Listed below are possible discipline actions for unacceptable behavior.

1. Warn students orally and/or written
2. Advise parents
3. Parental Conference
4. Removal from class, group, or bus
5. Probationary Period
6. Loss of Campus Privileges

7. Lunch detention
8. Before or After School Detention
9. In School Detention
10. Saturday School
11. Community Service
12. Financial Restitution
13. Involvement of Law Enforcement
14. Suspension
15. Expulsion
16. Any other disciplinary action deemed appropriate by the principal per circumstances

#### **BEFORE SCHOOL AND AFTER SCHOOL DETENTION**

Students placed in before or after school detentions will serve the detention on initial days assigned. These detentions are given priority above all extra-curricular activities. If the student has a medical appointment, the parent must contact the school.

A student in this district may be detained before or after school for disciplinary reasons, if in the judgment of a school administrator or the student's teacher such disciplinary measures are warranted. If a student is to be detained before or after school hours for disciplinary reasons the parent must be notified of the planned detention and, in the case of bus students, the parent will be given an appropriate time to arrange for transportation of the student home or to school if necessary. Parents are responsible for the transportation of students kept before or after school for disciplinary reasons. Students who are detained before or after school will not be left unsupervised. Supervision will be arranged by the principal or the teacher who assigned the detention.

Detention is limited to 30 minutes per session unless by mutual consent of student and administrator. Before school detention is held from 7:45 – 8:15 am. After school detention is held from 3:20 – 3:50 pm. Students assigned detention by the principal will report to the principal's office or the designated classroom.

Teachers may assign detentions to students in their own classrooms and the same guidelines will apply.

If a student does not show up for detention assigned by the principal **or is late**, two additional

days will be assigned. If the student does not show up to either one of these detentions Saturday School will be assigned. Failure to comply with Saturday School will result in Out of School Suspension.

#### **LUNCH DETENTION**

A student may be assigned lunch detention for disciplinary reasons by the principal. The student must report to the principal as soon as he/she is released from lunch and no later than 12:00 pm.

If a student does not show up for detention assigned by the principal **or is late**, two additional days will be assigned. If the student does not show up to either one of these detentions Saturday School will be assigned. Failure to comply with Saturday School will result in Out of School Suspension.

#### **IN SCHOOL DETENTION (ISD)**

A student assigned In School Detention must report to the principal's office on the assigned day upon arrival at school and no later than 8:25 am. A student who reports to ISD late will be given a minimum of an additional one-half day of ISD. The student will stay in the detention area until 3:15 pm. All assignments, work, and meals for the day will be delivered to the detention area. The student will only be allowed to leave the area for periodic restroom breaks. The student will receive full credit for all work done during in school detention. Any discipline problems that occur while serving ISD will result in increased days of ISD or Out of School Suspension per circumstances.

#### **SATURDAY SCHOOL**

Due to the importance of correcting undesirable behavior and/or excessive tardies/absences Covington-Douglas Schools will utilize "Saturday School". It is imperative that both students and parents know that this is an intervention method and will not become a frequent event.

- Saturday School will be held from 8:00 AM until 10:30 AM on the day assigned.
- Student is responsible for arriving with school related assignments to complete.
- Transportation is the responsibility of the student or parents.
- Students will not be admitted if tardy.
- Students will not be allowed candy, snacks, food,

drinks, etc. while in attendance.

- Students will not be allowed to talk with other students.
- Students will not be allowed to sleep, use their phones or use any electronic devices.
- Restroom breaks will be kept to a minimum and only with the permission of the monitor.
- Community service may be used during Saturday School.

#### **FAILURE or REFUSAL TO SERVE ASSIGNED DISCIPLINE**

If the student fails to serve the discipline assigned by a teacher or administrator due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline or is late, the discipline is doubled. If the student is late, does not show up, or refuses to serve the assigned discipline for a teacher, disciplinary action will be referred to the principal. Upon completing assigned disciplinary action (multiple detentions, Saturday School, ISD, or OSS) by the principal the student must return to the teacher and also serve the original discipline.

#### **SUSPENSION OF STUDENTS**

In accordance with the policy of the board of education, the following regulations shall govern the suspension of students from school. The authority to suspend a student from a school in the school district is delegated to the principal.

1. Students may be suspended for:
  - Acts of immorality
  - Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2), drugs, or tobacco. (See policy FNCE)
  - Possession of a wireless telecommunication device or an electronic device in violation of school rules (see policy FNG)
  - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
  - Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
  - Any act that disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or

officials, or damages property.

- Adjudication as a delinquent for a violent or non-violent offense.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act that provides suspensions for up to one calendar year or longer. See policy FNCGA.)
  3. Except under circumstances, which require the immediate removal of a student or student, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
  4. A student who has been adjudicated as a delinquent for a violent offense, or nonviolent offense, and has been removed from a public or private school in this state, or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, other students, or faculty.
  5. Student suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
  6. A student who had been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

**Procedural Steps to Suspension**-Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or before school suspension. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

#### **OUT OF SCHOOL SUSPENSION (OSS)**

A student may be suspended from school the remainder of the current semester and the entirety of the succeeding semester. If out of school suspension is prescribed, the building principal must justify in writing why in-school placement was not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the

suspension to the board of education. A student suspended out of school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting. If a student is suspended for more than 5 days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of english, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan will be provided to the student's parent or guardian, and they will be responsible for the provision of supervised, structured environment in which the parent or guardian shall place the student, and bear responsibility for monitoring their educational progress, until they are readmitted to school. All work assigned during the suspension will be completed, turned in by the student, graded by the teacher and a maximum of 75% credit will be awarded.

\*\*\*\*Guidelines and policy procedures for appellate procedures, appeal for reinstatement, and suspension appeals committee are available in the principal's office upon request.

#### **STUDENT DISCIPLINE OUT OF SCHOOL INCIDENTS**

The Covington-Douglas Board of Education recognizes that out of school conduct of students attending school within this district, are not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the administrators, has an adverse impact on the school.

Such activity includes, but is not limited to the following;

1. Damaging school property, e.g. a school bus;
2. Engaging in an activity which causes physical or emotional harm to other students (on the way to or from school), teachers, or

other school personnel;

3. Engaging in an activity which directly impedes discipline at school or the general welfare of school activities.

#### **SCHOOL MEALS**

The Covington-Douglas School serves nutritious and delicious meals every school day. Prices for Breakfast:

Students Breakfast PreK-12 - \$1.30

Staff/Visitor Breakfast - \$2.30

Breakfast for students shall be from 7:45 to 8:15 a.m. Students will be assigned specific areas for the breakfast program. Those students qualifying for free/reduced lunches may utilize this qualification for the breakfast program, also. There are to be no students in the cafeteria after 8:20 a.m.

Lunch prices are:

Students Lunch PreK-12 - \$2.55

Staff/Visitor Lunch - \$4.85

Free and reduced lunches are available to those who qualify.

Lunch and extra milk tickets may be purchased at the office. Extra milk tickets are \$.50 each.. No exchange of meal cards is allowed. Students bringing sack lunches are to eat their lunch in the cafeteria. Food is not to be taken out of the cafeteria.

#### **ELIGIBILITY FOR ACTIVITIES**

It is the responsibility of the supervising teacher to make sure each student is eligible before attending said event. An up-to-date list of ineligible students shall be kept on file in the principal's office for the teacher's information and given to the teachers each Friday. Since Covington-Douglas School is a member of the Oklahoma Secondary School Activity Association, Covington-Douglas Schools shall follow all eligibility regulation acts set forth by the above-mentioned organization.

The main regulations, which cause students problems, are listed below.

1. A student who has not attended classes 90% of the time for the semester becomes ineligible. (activity absences not included)
2. No student shall be eligible for an athletic event unless there is on file with the principal a physical examination signed by the parent.
3. A student, whose conduct or character at school is under discipline or whose conduct

or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal.

4. A student, who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct, shall be ineligible until reinstated by the principal.

Upon request a copy of the 10 days attendance policy for activities is available.

#### **RULES GOVERNING INTERSCHOLASTIC ACTIVITIES**

A. Any student, who reaches his /her nineteenth birthday before September 1<sup>st</sup>, will not be eligible for athletic competition.

B. A pupil shall not be eligible to represent his/her school in athletics until there is on file, with the principal, a physical examination and parental consent certificate.

**Attendance** A student who has not attended classes 90% of the time for the semester becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family or valid reasons for late enrollment. (Activity absences not included)

**Scholastic Eligibility** OSSAA scholastic eligibility standards are required of all students participating in extracurricular activity programs.

#### **Semester Grades**

1. A student in grades 5-12 must have received a passing grade in any five subjects that he/she was enrolled in during the last semester he/she attended.
2. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend.
3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.

1. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of 3 weeks.

2. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision, if the incomplete grade was caused by an unavoidable hardship.

3. Eligibility will be checked each Friday morning

beginning the 4th week of each semester. The period of ineligibility will always begin the Monday following the day eligibility is checked and run through the following Sunday.

#### **EXTRA CURRICULAR ACTIVITY ATTENDANCE POLICY**

The following is the policy written and approved by the Board of Education for the Covington-Douglas School District. This policy was developed to emphasize the importance of school attendance and academic excellence.

Students participating in extracurricular activities are encouraged to attend school and be on time for all classes the day following the extracurricular activity. Those individuals who abuse the privilege of participation will be held accountable. Therefore, participants who are absent\* from any class the day following the activity will accept the following consequences.

-First absence- A written warning will be issued to the student and parent by the administration. The sponsor will verbally notify the parent.

-Second absence- A written letter sent to parents and presented to the student by administration that the next absence will result in suspension from the next scheduled activity for the student.

-Third absence-The participant becomes ineligible for the next scheduled activity.

-Re-establishing eligibility: A student can remove their name from the absentee ineligibility list by not being absent from class the day following participation for a period of 4 school weeks. After this period of time, the participant reverts back to the initial process.

Absences shall be accumulative from all activities and not per activity.

\*Absence Definition: Later than 15 minutes to the first class of the day.

Medical appointments will be excused on days following an activity. Administration shall determine the validity of any other absence following participation in an activity.

#### **HOME COMING ROYALTY**

A student will be limited to holding only one position of royalty (king or queen) per school year. For football and basketball Homecoming there will be 3 Senior boy king candidates and 3 Senior girl queen candidates. However, if there happens to be only 2 Senior girls eligible to be queen then a Junior girl or the football queen will become a queen candidate, but will not be eligible to be

crowned queen.

There will also be 1 boy and 1 girl chosen from the Freshman, Sophomore and Junior classes to be an attendant.

#### **WITHDRAWAL FROM EXTRACURRICULAR ACTIVITIES/ATHLETICS**

The Covington-Douglas Board of Education believes that extracurricular activities are an extension of the regular classroom. Any extracurricular activity that utilizes a portion of the daily time schedule for instruction, shall be considered an extension of the regular classroom instruction, and therefore, should an individual be dismissed from the sport due to unacceptable conduct, the student shall

a) be removed from the activity or sport and shall receive a grade of "F" for the grading period involved.

b) If the students conduct is such that it is deemed flagrant and/or abusive toward a teammate, coach, school official or game official, the individual shall be subject to ISD or OSS.

#### **SELECTION CRITERIA FOR ACADEMIC TEAM**

The students that do the best during a series of team tryouts will determine the selection of the team. The academic team coach will select the students that he/she feels will do the best job for the team during competition.

#### **ACADEMIC ATHLETE AWARD REQUIREMENTS**

1. Shall have qualified for the Principal's Honor Roll or Superintendent's Honor Roll at the end of each grading period.
2. Shall have been academically eligible the entire current school year. Shall not have been on academic probation for the entire school year.
3. Must have lettered in two sports during the school year.
4. Must have displayed good leadership, sportsmanship, character, cooperation, and made contributions to the team as determined by coaches, administration and counselor.
5. Any athlete who fails to complete any sport will not be eligible for this award.
6. Eligible Sports include Baseball, Basketball, Cheerleading, Cross-Country Fast-Pitch

Softball, Football, Slow-Pitch Softball and Track.

#### **OUTSTANDING ATHLETE AWARD**

Eligibility for the Outstanding Athlete Award is as follows:

1. A girl must have lettered in 3 sports during the year of the award: basketball, fast-pitch softball, track, slow-pitch softball, or cross country.
2. A boy shall have lettered in 3 sports during the year of the award: football, basketball, baseball, track, or cross country.
3. The athlete can receive this honor only once during his or her high school career.
4. The student must be in 9-12 grades. Selection will be made by a percentage of student athlete votes and a percentage of coaching staff votes for eligible candidates.

#### **ACADEMIC TEAM LETTERING REQUIREMENTS**

1. Must be in grades 9-12.
2. Must have attended at least 75% of all practices.
3. Must have competed in at least 6 academic bowl meets or scholastic contests

#### **BAND LETTERING REQUIREMENTS**

1. Must have completed one year of High School Band.
2. Grade of A in band for first 3 quarters of current school year.
3. Has satisfactorily completed all obligation listed in Band Handbook.

#### **ATHLETIC LETTERING REQUIREMENTS**

1. Practices must be attended regularly.
2. All games and meets must be attended.
3. All students must accept coach's directives and cooperate.
4. The complete season must be finished.
5. Each individual must maintain an attitude conducive to sportsmanship.
6. The coach reserves the right to not letter players based upon failure of a player to comply or fulfill the above mentioned criteria.

#### **CHEERLEADERS**

The Covington-Douglas Board of Education recognized the importance of cheerleading at sporting events. The board encouraged students to



participate in these activities.

The general public will recognize cheerleaders as representatives of the school system. The board expects that students who are selected for these positions will conduct themselves with dignity and decorum.

The selection and general activity of cheerleaders shall be governed by the respective group's constitution. Each member is expected to adhere and abide by the rules therein.

Students interested in being a cheerleader shall try out in the spring of each year. Cheerleaders are elected for one year.

Cheerleaders must ride to out-of-town games in transportation provided by the school, when such is provided. Each cheerleader is expected to be a good representative of the school through academic work and true school spirit.

Cheerleaders in grades 7-12 must uphold and abide by all the rules and regulations stated in their respective cheerleading constitutions. Cheerleader activities shall be coordinated through, and supervised by, the cheerleading sponsor and the appropriate coaches of sports in season.

#### **CHEERLEADING LETTERING REQUIREMENTS**

1. Cheerleaders must attend all practices unless the sponsor has excused the absence.
2. All games during both football and basketball seasons must be attended without an unexcused absence.
3. Cheerleaders must abide by all the rules and regulations stated in the cheerleading constitution.
4. All duties must be fulfilled through the tryouts and selection of the next year's squad.

#### **COVINGTON-DOUGLAS LETTER JACKETS**

Only students in grades 9-12 who have lettered in one or more of the above sports or activities may order and purchase a letterman's jacket through the school.

#### **CLUBS AND ORGANIZATIONS**

The following is a list of clubs and organizations that are sponsored by or under the direction and control of Covington-Douglas School. The mission and purpose of these clubs and organizations is to provide activities that our student body can excel in, to teach discipline to our students, to teach team unity among the

participants, and to instill a work ethic that will become valuable to them in the future.

Academic Team	Sharla Sharp
Baseball	Ryan Donaldson
Basketball-boys	Kenny Daugherty
JH	Josh Dickson
5th-6th	Jeff Gillett
Basketball-girls	Ryan Donaldson
Cheerleading	Amanda Chartier
Cross Country	Jeff Gillett
FCCLA	TBA
FFA	TBA
Football HS	Brian Smith
JH	Mike Kaiser
5 <sup>th</sup> -6 <sup>th</sup>	Mike Kaiser
NHS	Sharla Sharp
Powerlifting	Josh Dickson
Softball-fast pitch	Kenny Daugherty
JH	Bonnie Casteel
Softball-slow pitch	Mike Kaiser
JH	Bonnie Casteel
Student Council	Zandy Halcomb
Track HS	Gillett/Dickson
JH	Gillett/Dickson
5th-6th	Jeff Gillett
Yearbook	Bonnie Casteel

#### **COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION**

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and procedures for special education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy for the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the students education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student privacy of other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;

- To file complaints with the Family Policy and Regulation Office, United States Department of Education, Washington D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR./99.1-99.67); and
- To obtain a copy of FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location or evaluation school shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact the counselor at Covington-Douglas Public Schools at 864-7481.

#### **DIRECTORY INFORMATION**

Directory information includes the student's name, the names of the student's parents, the student's address, the student's phone number, the date and place of the student's birth, the student's school activities, sports participation, height and weight if on an athletic team, attendance dates, awards received, and student photograph. The administration will use discretion before releasing any of the above information. The school will release honor rolls, awards, seniors names to the alumni association, sports programs, and other prudent information to the media periodically unless a parent or guardian of the student contacts the counselor's office prior to September 10th and request in writing that no information be released without prior approval.

#### **THE ABESTOS HAZARD EMERGENCY ACT OF 1986**

The Asbestos Hazard Emergency Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan that is located at the superintendent's office and at each campus.

The Covington-Douglas Public School annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by posting a

notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people prescribed by law.

#### **SAFE SCHOOL HOTLINE**

It is the desire of the Covington-Douglas school district that school be a safe place for students. You can help by notifying an adult in your building or by calling 580-864-7849 when you have knowledge of drugs, weapons, or violent acts act school.

**THE SAFE-CALL HOTLINE THROUGH THE STATE DEPARTMENT IS (877) 723-3225, EXT. 651.**

## **COVINGTON-DOUGLAS SCHOOLS DRUG TESTING POLICY**

The Covington-Douglas Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Covington-Douglas 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 district refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular 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 Covington-Douglas Public School District regarding possession or use of illegal drugs. Notwithstanding the foregoing, a student may be

disciplined, including suspended out of school, if a violation of this policy also results in a violation of the school Districts Student Behavior Policy, handbook or other policy targeted for the use of illegal or student enhancing drugs including alcohol.

Participation in school-sponsored interscholastic extra-curricular activities at the Covington-Douglas Public School District is a privilege. Students who participate in these activities are respected by the student body and are representative of the school district and the community. Accordingly, students in extra-curricular 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 performance enhancing or illegal drugs.

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

**Procedures** Each activity 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 extra-curricular activities. The consent requires the activity student to provide a urine sample: (a) when the activity student is selected by the random selection basis to provide a urine sample; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. (If the student initiates the reasonable suspicion upon him/herself, penalties of this policy shall apply, if the reasonable suspicion is initiated by a staff member, teacher, coach, administrator or other reliable source, the penalties of the student handbook policy for "Alcoholic Beverages/Drugs" or "Tobacco" shall apply). No student shall be allowed to practice or

participate in any extra-curricular activities or interscholastic competition, unless the student has returned the properly signed "Student Drug Testing Consent Form".

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

A student who moves into the district after the school year begins will have to return the "Student Drug Testing Consent Form" prior to becoming eligible.

Drug use testing for Activity Students will be chosen on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities. The Covington-Douglas Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use, testing for: illegal or performance-enhancing drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing 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 Covington-Douglas 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 principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. 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. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

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 six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

**Confidentiality** The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal will only notify the student, the parent or custodial guardian of the student and the coach/sponsor that is directly involved with the student athlete of the results for the first offense. The principal will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit

additional information to the principal or to the lab. The Covington-Douglas Public School District will rely on the opinion of the laboratory which 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.

**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 two (2) school 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 be entitled to ample time in making a determination to assure the integrity of the decision. It is recommended that the decision be returned 24 hours after receipt of the appeal.

**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 principal, parents and student will meet. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity at the student's expense. Additionally, the student must voluntarily submit to a second drug

test to be administered within two (2) weeks or at the next available opportunity in accordance with the testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions, or provide documentation of the drug counseling within (5) days, the consequences listed in this policy for the second offense will be imposed.

If a student athlete is guilty of tampering or manipulating the urine sample then they will automatically fail the test and receive the punishment for the first offense.

**B.** *For the Second Offense:*

The Principal, parents, student, and/or Coach/athletic director/sponsor will meet.

Suspension from participation in all games/activities covered under this policy for (15) school days and all interim non-school days, and successful completion of four (4) hours of substance abuse education/counseling at the student's expense. The suspension shall be extended until proof of successful completion of 4 hours of substance abuse education/counseling has been presented to the principal. The student will still participate in any meetings or practices, but will not be allowed to attend the games with the team and will not be allowed to enter the locker room or bench area during games. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

If a student athlete is guilty of tampering or manipulating the urine sample then they will receive an additional five (5) days added to the current offense.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student

will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

*C. For the Third Offense:*

The parent/guardian, Principal, student, and/or Coach/athletic director/sponsor will meet.

The student will be suspended from participation in **ALL extra-curricular activities including all meetings, practices, scrimmages, games, competitions, performances and events for eighty-eight (88) school days.** Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

If a student athlete is guilty of tampering or manipulating the urine sample then they will receive an additional five (5) days added to the current offense.

D. Continuity:

Any student who reaches the third offense in one year will be placed on the first offense each

subsequent year thereafter and be subject to regular random monthly testing. Students who have never attained the “third offense” status will begin the new school year with no offenses.

**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, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

\* \* \* \*

*Covington-Douglas Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The school district believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.*

## ACCEPTABLE USE POLICY

Covington-Douglas Public School is pleased to make Internet access available to students, , employees, and patrons of the district. We believe that Internet offers vast, diverse, and unique resources to teachers, students, and the public

The internet serves as an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, employees, and patrons who utilize the Internet will have access to:

1. electronic mail communication with people all over the world
2. information and news
3. public domain and shareware of all types
4. discussion groups on a plethora of topics ]
5. access to an abundance of research information, and;
6. undesirable and in some cases possibly illegal information

With access to computers and people all over the world also comes the availability of material(s) that may not be considered to be of educational value in the content of the school setting. The district has taken precautions to provide appropriate control over undesirable information by utilizing software that provide an ability to limit and restrict access to controversial material(s). Access to minors including questionable or harmful material will be restricted. The safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications are also strictly limited and monitored. However, on a global network it is impossible to control all materials) and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with our education goals.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided so that patrons, students and employees of the Covington-Douglas Public School are aware of their responsibilities as users of the Internet access provided by the district. In general, this requires efficient, ethical, and legal utilization of the network resources. If an individual violates any of these provisions, his or her access will be terminated and future access could possibly be denied. In some cases, the district may pursue criminal prosecution and/or termination proceedings if such violations involve employees of the district.

## **INTERNET TERMS AND CONDITIONS**

1. **Acceptable Use** – The purpose of internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges** – The use of internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate annually in a discussion with a Covington-Douglas Public School faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.
3. **Netiquette** – Users of internet are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - A. Be polite. Your messages should not be abusive to others,
  - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language,
  - C. Do not reveal your personal address or phone numbers
  - D. Illegal activities are strictly forbidden
  - E. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities,
  - F. Do not use the network in such a way that would disrupt the use of the network by other users
  - G. All communications and information accessible via the network should be assumed to be private property.
4. Covington-Douglas Public School offers no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption caused by negligence, errors, or omissions. Use of any information obtained via the system provided by Covington-Douglas Public School is at the users own risk. The district is not responsible for the accuracy or quality of information obtained.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If any users feel that they can identify a security problem on the internet, the user must notify a teacher who will in turn notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account, access information, and/or password without written permission from that individual. Unauthorized use and/or attempts to log in to the internet or any other school information



system either unauthorized, as a system administrator, or using any other identity not their own, will result in cancellation of user privileges and may result in suspension and/or loss of credit. Legal or monetary restitution may be applied. Any user identified as a security risk or having a history of problems with other computer systems may be denied privileges on the internet or with access to district-owned equipment.

6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the district’s computer system. This includes, but is not limited to the uploading or creation of computer viruses.
7. Terms and Conditions – Terms and conditions for user access to the hardware, data base systems, software systems, and Internet system of Covington-Douglas Public School requires all users to annually provide written verification that they have read and will abide by the policies of the district which govern the use of computer assisted technology. The terms and conditions set forth in this policy reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. The terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

COVINGTON-DOUGLAS PUBLIC SCHOOLS USES THE FILTERING SYSTEM N2H2 TO LIMIT ACCESS OF QUESTIONABLE MATERIAL TO MINORS. N2H2 MONITORS ANY INDIVIDUAL WHO ATTEMPTS TO ACCESS INAPPROPRIATE MATERIAL IN OUR SYSTEM AND THE INTERNET.

Students of Covington-Douglas Schools are protected by the filtering system listed above, monitoring of classrooms by school personnel and of their own recognizance. Unauthorized use that jeopardizes any computer system, the information contained, or knowledge retrieved illegally or unethically will not be tolerated. School electronic mail will be provided, but should be used in the educational spirit intended. Outside chat rooms and email accounts will be restricted.

Students shall not disclose or disseminate any personal information within or throughout the computer system about themselves or any other person.

The Covington-Douglas Public Schools approves the Technology Plan, Acceptable Use Policy and CIPA requirements in regularly scheduled board meetings annually. Notice of this policy is provided in the student handbook and is approved in open meeting of the Board of Education annually

**INTERNET USE AGREEMENT**

I understand and will abide by the terms and conditions for access to the internet as stated in Covington-Douglas Board Policy and the Covington-Douglas Student Handbook. All computer labs, hardware, data base systems, software, and the like provided by Covington-Douglas Public School. I further verify that I have read the policy in it entirety and will abide by, and adhere to those policies set forth by Covington-Douglas Public School regarding use of computer assisted learning. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary, and/or appropriate legal action may be taken.

User Signature \_\_\_\_\_ Date \_\_\_\_\_



Parent or Guardian (If the student is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of the student listed above, I have read the terms and conditions for internet access and all computer labs, hardware, data base systems, software, and the like provided by Covington-Douglas Public School. I understand that this access is designed for educational purposes and that Covington-Douglas Public School has taken precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial material and I will not hold Covington-Douglas Public School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if, and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian (Please Print) \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

