



**CARNEGIE  
HIGH SCHOOL  
STUDENT  
HANDBOOK  
2021-2022**

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## **CARNEGIE HIGH SCHOOL**

**SCHOOL COLORS: RED AND BLACK**

**SCHOOL EMBLEM: WILDCAT**

### **CARNEGIE HIGH SCHOOL SONG**

In the boomer sooner state almost everything is great,  
There's a high school that is always right in line  
Keeping step, step, with good old Carnegie pep,  
And they win the victory most every time.

#### **Chorus**

Carnegie High School, Carnegie High School  
We will rally 'round the colors RED AND BLACK  
We will fight the battle thru, yes, in everything we do.  
and we'll love and honor then our dear old school.

### **REQUIREMENTS FOR GRADE CLASSIFICATION**

**Freshman:** To be classified and enrolled as a ninth grade student, a pupil must have completed the eighth grade in an accredited elementary school or successfully completed 5 units of 8th grade work from an accredited middle school.

**Sophomore:** To be classified and enrolled as a tenth grade student, a pupil must have earned a minimum of six units of credit in the ninth grade from an accredited junior or senior high school.

**Junior:** To be classified and enrolled as an eleventh grade student, a pupil must have earned a minimum of twelve units of credit in the ninth and tenth grades from an accredited high school.

**Senior:** To be classified and enrolled as a twelfth grade student, a pupil must have earned a minimum of seventeen units of credit in the ninth, tenth and eleventh grades from an accredited high school or be able to enroll in enough courses to qualify for participation in the graduation ceremonies by the end of the spring semester.

### **GRADUATION REQUIREMENTS IMPLEMENTED BY ACE**

70 O.S. § 11-103.6 sets forth college preparatory/work ready high school graduation requirements implemented by ACE. The law requires all students to obtain a fine arts or speech credit to satisfy one unit or set of competencies required for graduation. On May 24, 2012, the Oklahoma State Board of Education approved students majoring in agriculture who are enrolled

in the course, Communications in Agriculture to be able to use the earned credit to satisfy the fine arts or speech competency required by law. If a student elects to use the credit to satisfy the fine arts elective requirement instead of the agriculture credit, the course code would be 4221 - Introduction to Agricultural Communications. A student may only earn one credit for this course; thus, the student must decide at enrollment whether to use the credit to satisfy the fine arts requirement or whether to use the credit as an agricultural credit. Because the course is an elective, an agricultural education instructor with agricultural education is qualified to teach the course. This fine arts elective credit for the course Communications in Agriculture/Introduction to Agricultural Communications begins with the 2012-2013 school year.

### **GRADUATION**

To graduate (walk across the stage during commencement) a student must be working towards completion of all required classes for graduation. These courses must be finished before graduation ceremonies. Example: If a student failed a first semester class, they must be enrolled in that class for the second semester or be enrolled in a correspondence course.

If a student is failing a class because of absences (2nd semester), they will not be allowed to walk for graduation. Students must also have a grade (in all classes required for graduation) that affords them a chance of passing these classes by at least two weeks before graduation.

In all classes required for graduation, a student's grade two weeks prior to graduation must be at a point that affords the student a chance of passing the class. At the end of the first semester, parents of seniors who currently do not meet graduation requirements will be notified in writing by a high school administrator.

### **SCHEDULING INFORMATION**

All regular students must enroll in and pursue a minimum of six graded credit bearing courses.

No student below the 12th grade will be permitted to enroll in and pursue less than seven subjects and activities. Students desiring to enroll in concurrent classes at the college level must work with the counselor or principal to design their special enrollment schedule.

### **CONCURRENT ENROLLMENT**

Carnegie Public Schools will use the following guidelines to comply with the Oklahoma State Regents' regulations for any student taking classes through concurrent enrollment from a college or university:

All grades and credits received from the concurrent enrollment class will be posted to the high school transcript. Grades will be averaged into the GPA. Students must be aware that if they are taking a college course, the grade earned in the class will impact the student's high school GPA and class rank. If a student does not pass a college course, he/she may not meet the high school graduation requirements. Letter grades will be transcribed as follows:

A=99, B=89, C=79, D=69, F=59.

All students enrolled in concurrent enrollment will adhere and comply with the guidelines set forth in the Carnegie concurrent enrollment agreement.

### **ATTENDANCE REGULATIONS/PROCEDURES**

#### Attendance Regulations

##### Absences

A. Recognizing that regular attendance in school is important to a student's academic performance, these rules are designed to teach the necessity of regular attendance in preparation for work and teaching personal responsibility, Carnegie Public Schools will continuously monitor the attendance of all students.

B. When a student is absent from school, make-up work is due within a period of time equal to the days missed plus one extra day. For example, if a student is absent three days, assigned make-up work is due within four days after the student returns to school unless other arrangements have been made with the teacher.

C. On the occasion of the 10th absence in any semester, the building administrator will notify the parent/guardian and district attorney of the absences and of the committee review process that may be employed to determine placement of the student for the following school year. *Absences of more than ten (10) days per semester will result in no credit being given toward graduation for that semester in that class.*

### **TARDIES**

Students are tardy if they are not in the classroom when the tardy bell rings. Tardies will be documented by teachers.. Consequences of unexpected tardies are (per semester).

4th unexcused tardy: Lunch Detention

5th unexcused tardy: Full Lunch Detention

6th unexcused tardy: 2 days ISD

7th unexcused tardy: 3 days ISD

8th unexcused tardy: 5 days ISD

### **ACTIVITY RELATED ABSENCE**

The maximum number of absences for activities, whether sponsored by the school or by some other outside agency/organization, which removes the student from the classroom shall be ten (10) times for any one class period for each school year.

### **TRANSPORTATION**

Free transportation in district-owned buses is furnished to students who reside one and one-half miles or farther from the school. All buses used by the Carnegie Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as

conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him/her maintain discipline in order to prevent serious accidents. The driver has absolute authority and is expected to look after the welfare of all students under his/her care; any student may be removed from the bus who persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver.

To ensure the safety of your children, we follow the directions for transportation as stated on the enrollment sheet. If you wish to make a change, please do so in writing or come by the office. No phone calls.

### **CLASS SPONSORS/CLASS OFFICERS/CLASS MA AND PA**

Sponsors for each Senior High Class consists of two certified teachers within the High School faculty. A High School faculty member shall be defined as any teacher who has at least three hours of assignments on the High School schedule dealing with students in grades 9-12.

Class sponsors will be assigned by the high school principal beginning with Freshmen class. These assigned sponsors will remain as sponsors from Freshmen year through graduation of that class. Exceptions will occur when a teacher no longer is employed by the district or their assignment changes. Then the principal shall assign a new eligible sponsor.

Class Ma and Pa will be selected by the Senior class. This selection will be nominated from class members and a majority vote of the class each year. The Senior Class may also select a mascot. He or she must be of school age and attend Carnegie Public Schools.

Class officers shall be elected by a majority vote of the Freshmen, Sophomore, Junior and Senior classes and shall include: (a) President (b) Vice-President (c) Secretary/Treasurer (d) Reporter. Election of these officers shall be conducted in the spring of the previous school year. Nomination shall be self-announcement with election by a majority of the class members.

### **CORPORAL PUNISHMENT**

The use of corporal punishment is recognized as a method of disciplinary action by the administration of Carnegie Public Schools which is supported by the School Law of Oklahoma. Corporal punishment will be used only when there is reason to believe it will be helpful in maintaining discipline or in the development of the students' character and power of self-control. Another faculty member will be present when corporal punishment is administered.

### **GRADING SCALE**

A Superior Progress, 90-100

B Good Progress, 80-89

C Average Progress, 70-79

D Poor Progress, 60-69

F Failure, Below 60

I Incomplete

Grade point averages (GPA) shall be figured by the High school counselor and principal. All courses taken, including courses taken through CKTC and concurrent courses , will be calculated in the students' GPA.

All teachers are to record two (2) grades per week for eligibility for the students.

### **JUNIOR SENIOR PROM AND BANQUET**

The planning, preparation, program and cost of the banquet is the responsibility of the Junior Class under the direction of the Junior sponsors. Failure to participate in the fundraising activities of the class may result in a student having to pay his/her own way to the Junior-Senior Prom or be disqualified from attending the Junior-Senior Banquet and Prom.

Only Juniors, Seniors, School Board Members and spouses, Administrators and spouses, faculty members who teach at Carnegie Public Schools and spouses, secretaries and spouses, Senior Class Pa and Ma, Senior Mascot and his/her parents are invited to attend. Each junior and senior must turn in the name of his or her invited guest.

Guests invited by a CHS junior or senior must be at a minimum a current freshman and not above 20 years old on the date of prom. Invited special guests must be cleared through the principal's office. The Junior Class, under the direction of the Junior Class sponsors, are responsible for planning, decorating, providing the music and raising the funds for financing the prom.

Failure to participate in the fund-raising activities of the class may result in a student being disqualified from attending the Junior-Senior Banquet and Prom.

Each Junior or Senior must turn in the name of his or her invited date to the Junior or Senior sponsors if the date is not a member of either class.

Each date of a Junior or Senior will receive an identification pass to the prom. Only those in grades 9-12 will be allowed to attend the prom and no one older than 20 years of age.

The prom will be well supervised by the senior high staff. Drinking of alcoholic beverages, the use of narcotic drugs, profanity, or rowdiness will not be tolerated. Use of tobacco will not be permitted.

Once students leave the prom they cannot return to the prom.

Appropriate dress is expected. Students should adhere to the school dress code. Dress code will be monitored and enforced by the principal and sponsors.

### **ELIGIBILITY**

#### **Student Eligibility during a Semester**



- Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility on any day of the week. Carnegie runs it on Friday.

The period of probation and ineligibility will always begin on the Monday following the day eligibility is checked and will run through the following Sunday. Career Tech. and concurrent grades are included in the eligibility requirements.

- A student must be passing in ALL subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check he/she will be placed on probation for the next one week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one week period. The ineligibility periods will begin on Monday and end on Sunday.

- A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. The student regains his/her eligibility for the first class of the new one week period. (Monday-Sunday)

- “Passing grade” means work of such character that credit would be entered on the records were the semester to close at that time. Further questions regarding eligibility may be directed to the High School principal or athletic director.

### **FIRE AND STORM EVACUATION PROCEDURES**

A series of short bells will be the signal to evacuate the building for a fire or fire drill. One long ring of the bell will be the signal for a tornado. An evacuation or fire drill plan will be posted throughout the building and all will become familiar with it. Two fire drills and two storm drills will be performed each semester. A lock down procedure will take place each semester.

### **MOTOR VEHICLES**

Parking in the area of the cafeteria, behind the gym and/or Vo-Ag shop will not be allowed. Only those students who are properly licensed to drive will be permitted to drive a motor vehicle on the school campus. Non-licensed drivers who are observed driving on school property will be reported to the appropriate law enforcement officials. Students who violate the above policy may lose their driving privileges on school grounds and may have their vehicles towed.

### **SCHOLASTIC HONORS**

NATIONAL HONOR SOCIETY: The top 80 percent\* of the members of the Oklahoma State Honor Society are eligible to become members of the National Honor Society (Senior High only).

STATE HONOR SOCIETY: The upper 10 percent\* of all students scholastically become members of the Oklahoma Honor Society. Membership will be based on work done during the first semester of the current year and the second semester of the preceding year. (Junior and Senior High separate.)

SUPERINTENDENT'S HONOR ROLL: Each semester reporting period all students receiving All "A's" are placed on the Superintendent's Honor Roll.

PRINCIPAL'S HONOR ROLL: Each semester reporting period all students making no grades less than a "B" are placed on the Principal's Honor Roll.

HONOR GRADUATES: Beginning with the Freshmen Class of 2012, the upper 10 percent\* of the graduating class, based on their scholastic grade average for the ninth, tenth, eleventh and through the first semester of their senior year will be designated as

HONOR GRADUATES. In order to qualify as an HONOR GRADUATE, a student must have a minimum GPA of 3.5.

\*These honors shall be determined by using grade point average and will be listed in alphabetical order.

### **NONDISCRIMINATION CIVIL RIGHTS**

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any education program, extra-curricular activity, or employment in the District on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

### **BEVERAGES**

Bottle water in its original container will be the only drink permitted for students in CHS hallways and classrooms.

### **ALTERNATIVE EDUCATION**

Alternative Education placement or return to traditional class placement must be preceded by a committee meeting that includes the student, principal, counselor, parents and an alternative education staff member to determine appropriate placement.

### **SERVICE AND SPECIAL INTEREST CLUBS**

HIGH SCHOOL STUDENT COUNCIL: The purpose of the Student Council is to bring about a close relationship between the Student Body and the Faculty, to provide an agency for the promotion and supervision of student activities, to gain experience in methods of democratic government and to improve our schools as a whole. The Student Council officers consist of a president, vice-president, secretary, treasurer and a reporter. These offices are determined by 50 percent student body vote and 50 percent teacher evaluation. A student will have to be a member of Student Council the previous year in order to be eligible for any office. The Student Council is also made up of representatives elected by each class.

FFA: Membership in Future Farmers of America is open to students who are enrolled in vocational agriculture. The main purpose of FFA is to promote leadership, citizenship, and love and understanding of rural life through meetings, projects, and contests.

FCCLA: Membership in FCCLA is open to students enrolled in vocational Family and Consumer Sciences. The

purpose of FCCLA is to promote the activities and experience for leadership, citizenship, and worthy home membership training.

**SPANISH CLUB:** Its main purpose is to promote interest in Spanish language and culture. Membership is limited to the members of the CHS Spanish classes who maintain “C” or better grades in Spanish.

**ART CLUB:** Its main purpose is to promote interest and awareness in art. Membership is open to eligible students, grades 6-12, who are enrolled in art classes and meet the membership criteria of the club.

**TSA:** The mission of the Technology Student Association is to prepare our membership for the challenges of a dynamic world by promoting technological literacy, leadership, and problem solving, resulting in personal growth and opportunities. In order to help our members achieve that goal, TSA offers recognition in both technology and leadership arenas. We believe that by just participating in a carefully designed competition, a student becomes a "winner." He or she learns how to compete by striving to be the best they can be.

### **HAZING**

No class or organization shall use hazing as a method of induction into their organization or group. A teacher or sponsor that knowingly permits hazing will be subject to reprisal and/or possible dismissal.

### **STATE FURNISHED TEXTBOOKS**

Most textbooks, other than consumable books, will be furnished to students. The state has placed the responsibility of the care of the textbooks, furnished by the state, upon the parents and children. Books are to be used six years, therefore they must be kept in good condition. Any book lost or damaged beyond reasonable wear must be paid for by the parents or guardian of the child. Books that are lost or destroyed will need to be paid for before a student receives another book or is issued a grade card.

### **CODE OF STUDENT RECORDS**

1. Student records shall be defined as any material concerning individual students maintained in any form by the school board or its employees except personal notes and work products maintained by teachers and other school personnel solely for their own individual use and not communicated to any other person.
2. All records on a student shall be open to that student’s parent(s) or guardian(s), and to the student if she/he is 18 years old or older. Inspection of student records may be made during school hours during the regular school term.
3. Parents and adult students may make copies of such records and are entitled to a hearing before the building principal or his designated representative if they challenge the records as inaccurate, misleading, “or otherwise inappropriate.” If the problem cannot be resolved, the following review procedure will be followed:
  - (a). A hearing shall be conducted and the decision rendered by the superintendent of schools and the Board of Education not later than 40 days after the presentation of a written request for a hearing by the student or his parent(s) if the student is under 18 years of age.
  - (b). The parent(s) or eligible student will be afforded a full and fair opportunity to present evidence relevant to the

issues. The decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing.

4. The consent of the student who is 18 years old or older, or the parent(s) or guardian(s) shall be required each time any part of the student's records is divulged to any person except:

- (a) School officials, including teachers, who have a "legitimate educational interest" in a student.
- (b) Officials of the U.S. General Accounting Office, HEW School Auditor, and State Education Departments who need specific data to evaluate federal programs or enforce federal laws.
- (c) Other schools to which a student is transferring;
- (d) Anyone to whom the student has made application for, or receipt of, financial aid.
- (e) Statistical data that does not identify any student.
- (f) Specified officials for audit or evaluation purposes;
- (g) Organizations conducting certain studies for or on behalf of the school
- (h) Accrediting organizations
- (i) To comply with a judicial order or lawfully issued subpoena;
- (j) Appropriate officials in cases of health and safety emergencies; and
- (k) State and local authorities, within a juvenile justice system, pursuant to specific State law.

5. The building principal or his designated representative is the person authorized to control the release information at the individual schools. The parents should contact the principal or designated representative for release of, or to inspect information.

6. Parents and students will be notified annually of their rights to privacy of information and to inspect records.

### **POLICY ON STUDENT DIRECTORY INFORMATION**

It shall be the policy of this school district to maintain and release "directory information" without the parent's prior written consent, unless the parent (or student, is over 18) informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as "directory information":

- Student's name, address, telephone listing, and date and place of birth;
- Parent or lawful custodian's name, address, and telephone listing;
- Grade level classification;
- Student's participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Dates of attendance, dates of enrollment, withdrawal, or re-entry;
- Diplomas, certificates, awards, and honors received;
- Most recent previous educational agency or institution attended by the student. .

Each year, this school district will give public notice of the categories of information which it considers directory information regarding students in the district. The school will allow ten days from the date of such public notice

for parents to inform the student's Principal in writing of specific directory information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student (if student is over the age of eighteen). If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

## **FERPA**

### **Notification of Rights under FERPA for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CRF Part 99) is a Federal law that affords parents and "eligible students" over 18 years of age certain rights with respect to their child's education records. They are:

- The right to inspect and review the child's educational records within 45 days from the day the school district receives a request for access. Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.
- The right to request correction of the child's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the child's privacy rights. Parents or eligible students may ask the school district to amend a record they believe is inaccurate, misleading, or otherwise in violation of the child's privacy rights. They must submit a written request to the school principal, clearly identify the parent of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the child's privacy rights.

If the school district decides not to make changes in the record as requested, the school district must notify the parent or eligible student of the decision and advise them of their right to a formal hearing regarding the request for correction. Additional information hearing procedures will be provided to the parent or eligible student at the time of this notification.

- The right to consent to disclosures of personally identifiable information contained in the child's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31). School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom the school district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks to enroll. Carnegie High School will forward records upon request by a school in which a student seeks to enroll. School districts may disclose, without consent, "directory" information; however, school districts must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the school district not disclose directory information about that child.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook, and/or other means left to the discretion of each school district.

•Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

•The right to file a complaint with United State Department of Education concerning alleged failures by the school district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, D.C.20202-5920.

## **DISCIPLINE**

### **CARNEGIE PUBLIC SCHOOLS STUDENT DISCIPLINE POLICY**

#### *INTRODUCTION*

The goal of any school discipline policy should be to correct the misconduct of the students and to promote adherence by that student and all other students to the rules, regulations, and policies of the school district.

The Carnegie Public Schools, in order to provide the best educational environment for all its students, intends not to tolerate disruptive student actions that would interfere with the tranquil operation of the school, the safety of its students and/or employees or the damaging of public or personal property.

Students, while enrolled in Carnegie Public Schools, shall be under the supervision of and accountable to school personnel. That supervision shall include going to and from school and while attending any school-sponsored activity or going to and from such an activity.

It would never be possible to list every conceivable behavior of a student that might need correction. However, a list of more common offenses are listed as well as the possible actions that might be taken by school personnel.

The list is not intended to cover every minor offense that is apt to occur on a regular basis in the classrooms or around the school (such as: excessive movement in the classroom throwing a paper wad, too rough on the playground, etc.) Those occurrences are still to be handled by the personnel in charge at the time in the manner that they deem reasonable under the circumstances.

Special Education students will be covered by the same discipline rules as any other student with the following exception: anytime a Special Education student is removed from school for more than ten days during any one school year, that student's IEP committee shall meet to determine if the student's behavior is the result of the handicapped condition. If the answer is affirmative, then an alternate form of discipline shall be administered to help correct the behavior.

Nothing in the discipline schedule shall be construed to deny any student their right to fair and orderly hearings, appeals, counsel and/or due process in cases which may end in suspension or expulsion. The rights of due process are outlined in other school district policy statements.

The Board of Education shall furnish the hereinbefore set forth offenses for which punishment is suspension. A copy of such offenses and regulations shall be furnished to each pupil.

### **DISCIPLINE POLICY - POINTS SYSTEM**

In order to maintain a highly conducive atmosphere for learning to take place, discipline must be at the forefront. In order to maintain this structure it is sometimes necessary to discipline a student. The belief is that if the student is disciplined then they will refrain from that undesired behavior. In certain cases, students fall short of the expectation, and they should be held accountable for their actions and repeat offenders will not be encouraged. The virtues of respect, responsibility, punctuality and readiness are all ones that will serve the student well in their endeavors after high school. The point system that will be in place will accumulate by semester.

#### **Point System Infraction:**

1st point – Detention

2nd point – Detention

3rd point – Detention

4th point – Full Lunch Detention

5th point – Full Lunch Detention

6th point – 1 Day of ISD

7th point – 3 Days of ISD

8th point – 5 Days of ISD

9th point – 3 Day of Out of School Suspension

10th point – 5 Days of Out of School Suspension

## **LUNCH DETENTION**

Lunch detention will be during the first 20 minutes of each lunch period. Students who are assigned lunch detention will report to the detention room at the beginning of the lunch period. Students will serve 20 minutes, and then be released to lunch. Students will not be allowed to talk, leave the room, nor have any of the following: gum, candy, drinks, food, magazines or newspapers. Students will be allowed to bring work, but will not be allowed to leave the room to go get anything from their locker. Any discipline problem during lunch detention will result in reassignment or other action by the principal. If the student is absent the day they are assigned lunch detention, they will serve the detention the day they return.

## **FULL LUNCH DETENTION**

Full lunch detention is a part of the discipline system at Carnegie High School. Students assigned will be given instructions by the assigning principal. Students will report to the detention room at the beginning of their lunch period and stay until the bell releases them for their next class. Students will receive a take-out lunch from the cafeteria or they may bring their own lunch. Students must also bring assignments to work on during the period. Students will remain in detention the entire lunch period and will not be allowed to leave to retrieve any items. Failure to follow the procedures in detention will result in being assigned another detention or further action.

- Be on time
- Be prepared for lunch
- Have your work with you
- No phones, or any electronic device
- Clean up and throw away your lunch
- No sleeping or talking

## **IN-SCHOOL DETENTION**

In-School Detention students assigned to ISD are to adhere to the following rules while in ISD.

1. Students must report to ISD each morning and will receive their assignments in the ISD classroom.
2. Students must be in their seats by 8:00 a.m. with all books, pens and pencils. Arriving tardy could result in additional days being added.
3. Students will remain in their seats with their feet under their desk. Students must raise their hand for permission to get out of their chair.
4. There will be no talking in ISD. Permission to talk will be granted when you raise your hand and are called upon.
5. No gum, candy or drinks except for bottled water in its original container.
6. Bathroom privileges will be given three times a day.
7. Students are required to eat lunch in the ISD room.



8. Students who are in ISD are not to attend school functions (FFA, Sports, Drama, Vocal, Dances and Field Trips). If you are unsure about attending an event, ask the ISD teacher or one of the Principals.

9. Students are not allowed to sleep during ISD.

10. Students are not permitted to use cell phones while in ISD. If a student is caught using their phones, it could result in more days being added to the assigned days of ISD.

### **DISRUPTIVE OR INTERFERING BEHAVIOR**

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting or participating in activities which interfere with the orderly process of the educational program of the school. The following (but not limited to) list of activities, when performed for the purpose of disrupting or interfering are examples of behavior that will be considered disruptive.

- Demonstrations - Sit-ins - Walk-outs - Blockages
- Group or individual violence
- Disrespect or disobedience to school personnel
- Harassment and/or intimidation, verbal or physical, wearing of hats in the building,
- headphones, bandanas (wearing or carrying) of students or school personnel
- The use of obscene, lewd, or profane language or signs (visual and/or auditory)
- Fighting
- Disruptive publications
- Theft or inappropriate use of personal or public property

### **TRUANCY**

Deliberate absence from school constitutes a breach of good citizenship and punishment will be administered in a “fair, but firm” manner. Examples of absences without valid excuse:

1. Being absent for any reason not listed as an excused absence.
2. Leaving school without first checking out at the attendance office.
3. Being ill and staying in the restroom instead of checking in with the office.
4. Coming to school, but failing to attend class.
5. Obtaining a hall pass to a particular destination, then not reporting there and back.
6. Being in an unauthorized area will be considered truant ( in the parking lots, off campus, and other areas designated as off limits during regular class times).

#### **Consequences:**

1st offense: 5 days ISD

2nd offense: 10 days ISD

3rd offense: 15 days ISD

### **CONDUCT**

## **CARNEGIE PUBLIC SCHOOLS: DISTRICT POLICY - STUDENT CONDUCT**

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense. Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Using wireless telecommunication devices during school hours without the permission of the principal.
6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission;
9. Refusing to identify or falsely identifying one's self to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Engaging in conduct which endangers or jeopardizes the safety of other persons;
12. Harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another

person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission. This provision includes, but is not limited to, threatening behavior, harassment, intimidation, and bullying by students at school and by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school;

13. Using profanity, vulgar language or expressions, or obscene gestures;
14. Committing acts of sexual harassment or sexual assaults;
15. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
  - a. First Offense: 10 days ISD
  - b. Second Offense: 20 days ISD
  - c. Third Offense: 10 days suspension

Students are considered fighting when they are hitting, kicking, biting, etc. (no matter who throws the first punch, start the mouthing, or threatening, a claim of self-defense in the use of force will not exempt a student from discipline). The police department will be called and the students who are fighting will be placed in their custody

16. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating
17. Using profanity, vulgar language or expressions, or obscene gestures;
18. Committing acts of sexual harassment or sexual assaults;
19. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;
20. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;
21. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and
22. Violating the District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of the District shall be prohibited if such conduct or activity a) is a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, specifically any form of communication directed at students or school personnel which concerns harassment, intimidation, or bullying at school, or c) disrupts school operations.

The District will provide instruction and guidance to students and employees with respect to prevention and prohibition of improper conduct, including harassment and bullying, during the course of each year. To the extent

feasible, District will implement suggestions of the Safe School Committee(s) in providing this instruction. In addition to disciplinary actions, the District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

### **PUBLIC DISPLAY OF AFFECTION**

All students shall refrain from a "public display of affection" (PDA) during school hours and on school property. The definition of the term PDA shall be defined at the discretion of the current administration. Disciplinary action will be used to stop PDA. There will be no touching of bodies other than holding hands. Hugs, kisses, rubbing and fondling are not allowed at school functions and on school property. Consequences of PDA:

1. First Offense: Conference
2. Second Offense: Lunch Detention and Parent Contact
3. Third Offense: Full Lunch Detention and Parent Contact
4. Fourth offense 1 day of ISD
5. Fifth offense 2 days of ISD

### **INTIMIDATION/BULLYING/HARASSMENT/CYBERBULLYING**

Every member of the school community is entitled to attend school free from harassment, threats, or fear. Bullying and/or intimidation of others may include but is not limited to any repetitive aggressive or negative gesture, or written, verbal, or physical act that places another individual in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any individual, including certified or support staff, in such a way as to disrupt the school environment or interfere with the school operation. This includes threats made on social networks that present a problem in the school setting. When evidence of harassment has been validated by the appropriate administrator the following consequences will be administered based on the severity and nature of the incident to include:

- Conference with student(s) 14
- Conference with student(s) and parent
- Lunch Detention
- Full Lunch Detention
- ISD
- Suspension
- Notification of legal authorities

### **ACADEMIC DISHONESTY**

Any attempt to obtain credit for work done by another is totally unacceptable at Carnegie High School. This includes cheating on a test, copying work of others, copying word-for-word from published works

(plagiarism), improper use of the Internet, and similar activities. When a student participates in a form of academic dishonesty:

- 1st offense Zero on assignment and parents notified
- 2nd offense Zero on assignment, parents notified and Lunch Detention
- 3rd offense Zero on assignment, parents notified and full lunch detention
- 4th offense Zero on assignment, parents contacted and ISD

### **ALCOHOL AND ILLEGAL DRUGS**

- Drug/Alcohol – sale, distribution, possession, use and/or appearing to be under the influence of alcohol, low-point beer, inhalant, marijuana, any controlled dangerous substance, and substances prohibited by the laws of the State of Oklahoma or the City of Carnegie or any other drug or medication not administered by the school administration with parental authorization.
- Drug/Alcohol – Sale, distribution, possession, use and/or appearing to be under the influence of any “imitation controlled substance” as defined in Section 2-101 of the Uniform Controlled Dangerous Substances Act, 63 O.S. Section 2-101 et. Seq.
- Drug/Alcohol – Sale, distribution, possession of drug paraphernalia.
- Drug/Alcohol – The use, possession or consumption of low point beer, inhalant, marijuana, any controlled dangerous substances, any substance prohibited by the laws of the State of Oklahoma or the City of Carnegie or any other drug or medication not administered by the school administration with parental consent during the day, prior to attending school or any school sponsored event.

#### **Consequences**

- Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, 3.2 beer or alcohol in or on school property or any school sponsored event, including buses will face the following consequences:
  - Up to 10 days suspension and 45 days of ISD
  - Expelled from school for a semester; plus one, and
  - Will be reported to the appropriate law enforcement agencies for possible legal action.

### **GUN-FREE SCHOOLS AND DANGEROUS WEAPONS**

It is the policy of the Carnegie School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any

substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person not have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272 below:

"..any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cone, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

### **USE OF TOBACCO**

Students will NOT be allowed to use tobacco on the school grounds at any time. The School's (its personnel's) response to student misconduct is a matter directly influencing the morale of the entire student body. Therefore, each student's punishment should be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the student's past record for offenses, the seriousness of the offense and/or its potential effect upon the other students.). Vaping and vape paraphernalia will fall under the use of tobacco policy. Possession of simulated tobacco products by a minor is a misdemeanor and will be reported to law enforcement. Students in possession of tobacco, use, or simulated tobacco products will receive:

- a. First Offense: 5 days ISD
- b. Second Offense: 10 days ISD
- c. Third Offense: 15 days ISD

### **THEFT**

unauthorized possession of any item not belonging to the student will be considered theft.

Consequences:

- a. First Offense: 10 days ISD
- b. Second Offense: 20 days ISD
- c. Third Offense: 30 days ISD

## **SUSPENSION**

### **SUSPENSION FROM SCHOOL**

#### **OFFENSES FOR WHICH PUNISHMENT**

##### **MAY BE SUSPENSION**

The principal shall have authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit by school transportation or under school supervision to or from school or at any school function authorized by the school district or when present on any facility under the control of the school district for:

1. Immorality or profanity.
2. Violation of written school rules, regulations or policies.
3. Possession, threat, or use of a dangerous weapon as defined by the State Statute.
4. Assault and battery.
5. Possession, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or intoxicant other than a medical prescription for the student from a registered physician.
6. Conduct which jeopardizes the safety of others.
7. Conduct calculated to disrupt the operation of the school such as music, dress, handsign's, graffiti, etc.
8. Truancy.
9. Malicious damage to school property or the property of school employees occasioned solely because of employment of the district.
10. Repeated failure to make satisfactory advancement toward accomplishing the prescribed goals and objectives for the course and/or school in which the student is enrolled.
11. Any misdemeanor or felony (as defined by the State Statute): (1) committed on school property; (2) or against school owned property; (3) or against the property of school personnel.

## **DRUGS**

### **USE, POSSESSION, UNDER THE INFLUENCE, AND POSSESSION OF DRUG PARAPHERNALIA**

Students who use, possess, or are under the influence of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants, Dab pens, or possess drug paraphernalia during school time, on school premises, or during

school-sponsored activities will be subject to immediate disciplinary actions. If a student is suspected to be under the influence the student will be subject to a field test, breathalyzer, or a blood test (students expense) to be performed by police. If a student is deemed under the influence, they are subject to a (1) one semester suspension. The Superintendent of Schools shall be consulted before any suspension in excess of two weeks. The principal shall conduct a full investigation and hearing of the matter, hear all persons involved and determine the guilt or innocence of the pupil. The pupil suspended shall have the right to appeal the decision of the principal to the Superintendent of Schools. the administration to the district board of education. Except as otherwise provided for in paragraph 2 of subsection C of this section, no out-of-school suspension shall extend beyond the current semester and the succeeding semester. Upon full investigation of the matter, the board shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the district board of education shall be final.

### **WITHDRAWAL FROM SCHOOL**

A student withdrawing from school should make necessary arrangements through the principal's office. The process begins with a withdrawal request from a parent/guardian. When a student has returned all school books and paid all school obligations, an official check-out slip will be issued. This check-out slip may be used for enrollment in the school to which they transfer.

### **SEXUAL HARASSMENT POLICY**

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 its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed.

#### **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 "boys" 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 Superintendent and/or Principal is directed to cause any graffiti or unauthorized writings to be removed immediately.

#### **2. Specific Prohibitions**

A. Administrators and Supervisors



1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described below.
3. The school district is concerned with the “off-duty” conduct of school personnel if the conduct has or will have a negative impact on the educational process of the school and, therefore, sexual or romantic involvement between an employee and a student could be investigated. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

### **3. Report, Investigation, 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 following manners:
  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 administrator 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 or 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 constitutes 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 investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to, warning, suspension, or termination, all subject to applicable procedural and due process requirements.
- D. 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, all subject to applicable procedural and due process requirements.

## **GRIEVANCE PROCEDURES FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS**

### **(Students and Employees)**

#### **I. DEFINITIONS**

- A. Discrimination Complaint: A written complaint alleging any policy procedure or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
- B. Student Grievant: A student of the Carnegie Public Schools who submits a complaint alleging discrimination

based on race, color, national origin, sex, or qualified handicap.

C. Employee Grievant: An employee of the Carnegie Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.

D. Title IX and 504 Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other State and Federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

E. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

F. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

## II PRE-FILING PROCEDURES

A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Title IX/504 Coordinator and reasonable effort should be made to resolve the problem or complaint.

## III. FILING AND PROCESSING DISCRIMINATION COMPLAINTS

A. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature, and date of alleged violation, names of persons responsible (where known), and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the Title IX/504 Coordinator's office.

B. Title IX/504 Coordinator: Notifies respondent within 10 days and asks respondent to:

1. Confirm or deny facts;
2. Indicate acceptance or rejection of student or employee's requested action, or,
3. Outline alternatives.

C. Respondent: Submits answer within 10 days to Title IX/504 Coordinator.

D. Title IX/504 Coordinator: Within 10 days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the (principal or other designee). The Title IX/504 Coordinator also schedules a hearing with the Grievant, the Respondent, and the (principal or other designee).

E. Principal, Grievant, Respondent, and Title IX/504 Coordinator: Hearing is conducted.

F. Principal: Issues within 10 days after the hearing a written decision to the Student or Employee, Respondent, and Title IX/504 Coordinator.

G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Superintendent.

H. Title IX/504 Coordinator: Schedules within 10 days of request a hearing with the Grievant, Respondent, and Superintendent.

I. Superintendent, Grievant, Respondent, and Title IX/504 Coordinator: Hearing is conducted.

J. Superintendent: Issues a decision within 10 days following the hearing.

K. Grievant: If the Grievant or Respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Board of Education.

L. Title IX/504 Coordinator: Notifies Board of Education within 10 days after receiving request. Title IX/504 Coordinator schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.

M. Board of Education or hearing panel established by the Board, Grievant, and Title IX/504 Coordinator. Hearing is conducted.

N. Board of Education: Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

#### IV. GENERAL PROVISIONS

A. Extension of time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until the complaint is resolved shall be no more than 180 days.

B. Access to Regulations: Upon request, the Carnegie Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran.

C. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution

#### **SEARCHES**

The superintendent, administrator, counselor or teacher upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school or while attending any function sponsored by or authorized by the school, for dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities.

The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one authorized person, said person to be the same sex, if practicable. Strip searches are specifically prohibited.

The superintendent, administrator, counselor or teacher searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in the student's possession, including the authority to authorize any other person they deem necessary to restrain such student or to

preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester.

Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search.

If a student flees pending a search or destroys any property in the student's possession prior to or after the search, this will be considered a serious violation and punishment shall be a minimum of ten (10) days suspension.

Canine inspections of school property or property in the possession of the student, including automobiles, may be periodically conducted, and no reason shall be necessary for such inspections.

### **DOG SEARCHES**

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds. A qualified and authorized trainer shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrations can conduct a further search.

### **EXPULSION**

The principal may recommend expulsion (exclusion from regular classroom instruction) for any period exceeding 10 days.

When expulsion of a student is being considered, the principal should mail a notice of an informal hearing to the parent(s) or guardian(s) of the student. This notice should include:

- Time and place of hearing.
- Description of the proposed action.
- Description of the school regulation(s) allegedly violated by the student and act(s) allegedly committed by the student.
- Name of witnesses who will be present.

The informal hearing shall take place no sooner than 5 days from the date the notice is postmarked unless both parties agree to an earlier hearing. The parent(s) or legal guardian(s) should be encouraged to participate in this hearing. The hearing will be conducted by the building principal.

Unless the student is suspended for 3 days or less, he/she will continue to participate in regular classroom instruction pending the hearing unless school officials feel that the student's attendance could be disruptive or

endanger the student, other students, or faculty.

The principal should try to contact the parent(s) of the student by telephone to communicate directly the information in the written notice.

A tape recording or verbatim transcript of the hearing will be made.

No expulsion will extend beyond the current school year semester and the succeeding semester unless it conflicts with a provision of Oklahoma State Law or current school board policy that allows a full year's suspension.

### **HOMECOMING**

**Football:** Five senior queen candidates will be elected from the student body by the high school football team. Three princesses will also be elected by the football team, one from the junior, sophomore, and freshman classes. The football team will select (by secret ballot) one senior candidate to be Football Homecoming Queen.

**Basketball:** The boys basketball team will select five senior candidates from the high school team to serve as queen candidates. The boys basketball team will select (by secret ballot) one of the senior candidates to serve as Basketball Homecoming Queen. If there are not five senior girl players, junior players will be selected, then to the sophomore girl players if needed.

**Selection of Escorts for Homecoming** (football and basketball) criteria includes that the escort must be a senior (juniors may be chosen in the event seniors are not team members); number of letters earned in the sport; Starter; two-year starter; and grade point

### **ANNUAL NOTIFICATION FOR PARENTS, TEACHERS AND EMPLOYEES**

The **Asbestos Hazard Emergency Response 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 which is located at the superintendent's office and at each campus. Please call the superintendent's office at 654-1470 to schedule an appointment. The CARNEGIE PUBLIC SCHOOLS 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 as prescribed by law. Designated Person: Eric Smith, Superintendent

### **BULLYING POLICY**

Carnegie Schools recognizes that bullying and intimidation have a negative effect on the school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and

around school.

1. **Definition of bullying.** Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.
2. **Bullying is prohibited.** Carnegie School staff shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. **Staff intervention.** The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene--unless intervention would be a threat to staff members' safety. Staff members shall not directly intervene in a fight or physical altercation. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.
4. **Students and parents shall report bullying.** The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
5. **Investigation procedures.** Upon learning about a bullying incident, the principal or designee shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.
6. **Consequences/intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; corporal punishment; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary reporting incidents to law enforcement if appropriate; limiting students attendance and/or participation in extra curricular activities; and developing a supervision plan with the parents.

## **MEDICATIONS**

All medications including over the counter medicines must be administered through the office. Parents must fill out a form with specific instructions and provide the medication in its original prescription container to the office. **Asthma** -A parental/guardian authorization form must be completed and on file in the principal's office before a student may take asthma medication.

## **CONCUSSION POLICY**

- A. All coaches shall have training in concussion recognition.
- B. The student athlete and the athlete's parent or guardian will, on an annual basis, receive a concussion and head

injury information sheet. A confirmation form shall be completed and returned to the school district by the youth athlete and the athlete's parent or guardian prior to the athlete's participation in practice or competition.

C. An athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed at that time from further participation.

D. An athlete who has been removed from participation as provided in section C may not return to participate until the athlete is evaluated by a licensed health care provider (MD or DO) trained in the evaluation and management of concussion. The athlete must receive written clearance before they may return to participation.

## **CIVIL RIGHTS**

### **CARNEGIE PUBLIC SCHOOLS: DISTRICT POLICY**

#### **CIVIL RIGHTS POLICY AND COMPLAINT PROCEDURES**

The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, patrons, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance.

## **DRESS CODE**

All students are to be dressed appropriately for the activity in which they are involved. The superintendent, principals and athletic director shall be responsible for determining whether the student is in compliance with the dress rules. A violation of these rules shall result in disciplinary action. Items Specifically Prohibited

1. Obscene or suggestive lettering or pictures, including alcoholic, drug or tobacco promotions
2. Hats, caps, bandanas, armband, headbands, hairnets, muscle shirts, tank tops, bike shorts, and billfold chains
3. Clothing that exposes or reveals inappropriate areas of the body
4. Clothing that is torn, cut, mutilated or does not have a finished border
5. Dresses, shorts, or skirts that do not extend down within four inches of the knee cap
6. Undergarments, leggings or tights not appropriately covered by outerwear
7. Overall straps not attached, pants that sag below a reasonable waist line
8. Sunglasses without medical documentation
9. All other items of dress determined to be disruptive to the educational environment

It should be understood that appropriate dress for school shall promote cleanliness, modesty and should not create distractions within the educational environment.

Every student's hair should be well-groomed and clean and not distracting to the educational process.

#### Extra-Curricular Activity Dress Code

All students representing Carnegie Public Schools at public events (athletic, music or other activities that take place before the public) will dress in a manner so as to project the best image possible in our school and community. It is the expectation of the administration of Carnegie Schools that activity sponsors establish and enforce standards for dress at public events that meet or exceed standards previously set forth in this regulation. These standards shall be submitted in writing to the principal for approval.

Consequences of dress code violations are:

First Offense: Warning – Call Parents

Second Offense: Lunch Detention – Call Parents

Third Offense: Full Lunch Detention – Call Parents

Fourth Offense & Up: 3 Days ISD – Call Parents

#### **EARLY GRADUATION PROCEDURE**

Carnegie High School and the Carnegie School Board firmly believe that a full four (4) years of education best serves the interests of its students and its desire for academic excellence. However, CHS and the board realize the need to provide a limited degree of flexibility for students who may need to be accommodated for unique circumstances. To accommodate this situation, the following policy and procedure will be used to determine eligibility for early graduation. The decision to approve or deny such a request is the responsibility of the Superintendent in consultation with the High School Principal. The Superintendent of School's decision will be made known to the parents in time for the student to make suitable scheduling arrangements. A conference is required with the school counselor and the principal NO later than the summer prior to the anticipated graduation. A parent or guardian must attend this conference for the purpose of securing written permission and outlining specific expectations and responsibilities. In addition to the special needs of the student, the principal and the counselor will consider the following: age, academic standing (minimum accepted GPA: 3.0), behavioral record, attendance record (no more than 10 absences per year) and demonstrated maturity. If the early graduation candidate possesses a hardship, a 2.0 GPA will be the minimum accepted GPA. Hardship must be documented and approved by the Principal and the Counselor.

The following guidelines must be followed and all requirements met before early graduation is permitted:

1. A detailed essay addressing the reasons that early graduation is being sought, as well as, an outlined plan to meet all graduation requirements. This letter is addressed to the school principal and should include the student's postgraduate plans.



2. A plan for post-graduation that includes goals and objectives.
3. A letter from a parent/guardian supporting the application
4. Have the counselor complete an early graduation form listing courses and credits needed to graduate.
5. All courses required for graduation unless otherwise approved by the principal and high school counselor. must be taken at Carnegie High School.

The following requirements must be met:

- A maximum of two credits of pre-approved online course work, college work, or other accelerated coursework may be counted toward early graduation.
- No home tutoring will be accepted for credit toward early graduation.
- Any costs which result as a student’s need for coursework to make early graduation a reality is the sole responsibility of the student or his/her family.
- Students who fail to meet prescribed state requirements for early graduation, will have to continue with a regular high school curriculum.

Upon approval, as Early Graduates, they will be invited to participate in all senior activities relating to graduation. The class ranking of early graduates will take place at the end of four semesters of high school. Early Graduates will be ranked in the class with which they graduate.

## **CARNEGIE VIRTUAL SCHOOL POLICIES AND PROCEDURE**

### Admissions Policies

1. Student populations served by the virtual school
  - a. Any Student in grades 6-12 who reside in Carnegie School District  
(Elementary students that request online services will be evaluated on a case by case basis)
  - b. Home-based Students (Per Doctor’s Order)
  - c. Students who are assigned a disciplinary “Change of Placement” for more than 10 days
2. Basic Requirements
  - a. The program must be deemed “Educationally Appropriate” for the individual. This will be determined by the virtual school committee consisting of the Administrator, Counselor, and Teacher Advisor.
  - b. Students must be under the age of 21.
  - c. Students must reside in the Carnegie School District. Transfer students who have attended our school for more than one year may participate.
  - d. Students must be enrolled in the Carnegie School District.
  - e. Students have fifteen days calendar (15) days at the beginning of each semester to enter or exit the Carnegie Virtual School. Dropping after that point will result in loss of credit and the inability to re-enroll in “regular” school.
  - f. Students must be enrolled “Full-time” in the Carnegie School District, that means a total of 7 courses/hours
    - i. 7 online courses

- ii. A combination of “Onsite” and “Online” courses must total 7 courses/hours this is defined as a blended option.
- iii. If a student has a “blended “ option, every effort will be made to ensure the student’s Onsite schedule will be adjusted so that their courses are bundled together at the beginning of the day or the end of the day.

### 3. Technology Requirements

- a. PC with Pentium Processor and Windows XP or Vista
- b. 256 MB RAM
- c. 800x600 Resolution Monitor
- d. DSL or T-1 or 56K modem internet access
- e. Hard Drive with at least 1G free space available
- f. A current browser (Internet Explorer, Firefox, Safari with popup blocker disabled, Java Script enabled

### 4. Enrollment Process for “Application” Students

- a. Student must submit a completed Carnegie Virtual High School application to the High School counselor counselor’s office. A completed application must have the following signatures in order to be processed
  - i. Signature Required for Academic/Behavior/Attendance Contract
  - ii. Signature Required for Acceptable Use of Technology Contract
  - iii. Signature Required by parent or legal guardian on the Oklahoma State Department of Education Assessment Results Release Form or FERPA waiver they entered high school. These students will be ranked with their own class and not with the senior class.

The Early Graduation Policy is a permissive policy. Early High School Graduation will be permitted only upon the approval of the Superintendent of Schools.

### 5. Enrollment process for students who are assigned a Change of Placement

- a. Student is referred Administrator
- b. Student is required to sign the following:
  - i. Signature Required for Academic/Behavior/AttendanceContract
  - ii. Signature Required for Acceptable Use of TechnologyContract
  - iii. Signature Required by parent or legal guardian on theOklahoma State Department of Education Student Assessmentresults release form or FERPA
- iv. Change of Placement student is then enrolled in the program by administrator and counselor determines courses needed
- v. Change of Placement student will be released from program when Disciplinary Placement is complete

### 6. Enrollment of Home-Based Students

- a. Student is ordered “Home-based” by their doctor for more than 45 days and be approved for “Home Based” placement.
- b. All forms and documentation must be completed and filled out by the family and physician and submitted to the principal..
- c. Student is required to sign the following:

- i. Signature Required for Academic/Behavior/Attendance Contract
- ii. Signature Required for Acceptable Use of Technology Contract
- iii. Signature Required by parent or legal guardian on the Oklahoma State Department of Education Student Assessment results release form or FERPA
- iv. “Home-based” student is then enrolled in the program by administrator and counselor determines courses needed
- v. Change of Placement student will be released from program when Doctor’s orders are received by the school

7. Academic Year

- a. The virtual school shall follow the Carnegie Public School Calendar
- b. Semester courses must be complete by the end of each term/semester.
- c. Summer courses must be completed by the end of July.
- d. Credit recovery or First time credit courses must be completed by the end of the semester or July depending on the term enrolled.

8. Add/Drop

- a. When a student is added to the Carnegie virtual school grades will be handled like any other “transfer” grade according to the Carnegie School District Policy.
- b. A student who has completed their term of disciplinary placement will be from Carnegie virtual school and their grades will be handled as a transfer grade according to the Carnegie District Policy. Students who are placed in the virtual school for disciplinary reasons may choose to remain in the virtual placement with approval of the principal and counselor.
- c. Students have fifteen calendar days (15) to enter or exit the virtual school.

9. Appropriate Behavior and Use of Technology

- a. Students and Online teacher are responsible for their behaviors and expected to comply with the Technology Acceptable Use Code of Conduct in the Carnegie School District .
- b. Virtual school students must sign the Technology Acceptable Use Code of Conduct in the application

**INTERNET ACCEPTABLE USE POLICY FOR EMPLOYEES/STUDENTS**

Purpose Statement. The Carnegie Public Schools provides its students and employees with access to the District’s computer network system, including Internet access, in an effort to expand informational and communication resources in furtherance of the District’s goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students’ research capabilities, increase faculty and staff productivity and result in better communication between the District and its patrons. Through the Internet, the District will provide students and employee (“users”) access to:

- electronic mail (“e-mail”);
- information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA;

- public domain software and shareware;
- news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the District;
- access to university libraries, the Library of Congress and other repositories of information;
- World Wide Web access to information containing text, graphics, photographs, and sound on millions of topics

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken reasonable precautions, including but not limited to the use of filters that block access to obscenity, pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material, and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that users may procure material which is not consistent with the District's educational goals. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his or her account will be terminated and future access could be denied. A recommendation for dismissal or non-reemployment of employees could also be implemented as a result of violations. The user's signature on the Employee Internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Internet Acceptable Use Policy for Employees, understands the policies and agrees to abide by all terms and conditions described in the Policy or subsequently implemented by the District's Director of Technical Services. Students' use of the District's system is governed by the Internet Acceptable Use Policy for Students as well as the student code of conduct. Students and parents will be provided information concerning appropriate internet usage, access, and rules in the school's handbooks. A Student/Sponsoring Parent/ Guardian Access Agreement Form will be signed by the student and parent/guardian. A parent/guardian may deny access to internet usage at school by annually notifying the school in writing.

#### B. Network and Internet Access – Terms and Conditions.

- 1) Privilege of Use. Use of the District's computer network system and Internet access through it is a privilege, not a right. Inappropriate use will result in termination of those privileges, and future access and use may be denied. Inappropriate use is any use prohibited by the terms of this Policy or use determined by the District's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the District.
- 2) Acceptable Use. The use of the District's system must be in support of education and consistent with the educational objectives of the District. The system may only be used for educational, professional and career development activities. The use of any non-District network or computing resource must comply with the rules and regulations appropriate for that network or resource. All Internet use must comply with United States and state law and regulation, including copyright laws.
- 3) Unacceptable Use. Each system user is expected to comply with all District policies governing Internet access and to abide by general-accepted rules of network etiquette. These rules apply to all use of the District's computer system and access to the Internet, including but not limited to e-mail. These policies and rules include, but are not limited to the following:

- a. Do not transmit, receive, access or view any material inconsistent with educational objective of the district. This includes, but is not limited to: copyrighted material or material protected by trade secret; and material that could be considered obscene, indecent, lewd, profane, vulgar, libelous, defamatory, slanderous, unlawful, threatening, abusive, harassing, hateful, rude, disrespectful, disruptive or annoying.
- b. Do not transmit, receive, access or view any material in violation of any United States or state law or regulation.
- c. Do not use obscene, indecent, lewd, profane, abusive, rude or disrespectful language in messages to others. Be polite. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
- D. Do not use e-mail for private communications. The District monitors all content on its network, including but not limited to e-mail, Internet browsing, and web posting. Anyone using the District's computer network system for any reason or accessing the Internet through the District's system has no expectation of privacy. Messages relating to or in support of illegal activities will be reported to the authorities. A user will not be allowed access to the Internet, e-mail, or web-message boards until she/he consents in writing to School interception and review.
- e. Do not use the District system in a way that will disrupt the use of the network by other users. The network may only be used for educational, professional and career development activities. System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.
- f. Do not use the District system to engage in commercial activities or transactions, including product or service advertising.
- g. Do not use the District system for political lobbying.
- h. Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
- i. Do not access or distribute inappropriate information or material, which includes but is not limited to the following:
  - i. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
  - ii. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
  - iii. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
  - iv. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
  - v. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapped condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes

racial and religious epithets, “slurs”, insults and abuse.

vi. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

vii. Personal Information, meaning unauthorized disclosure, use, and dissemination of personal information regarding minors and other employees.

j. Do not use any internet group programs or chat room programs.

k. Do not engage in off-campus Internet use that may cause or create a significant risk of on-campus disruption. A user who does engage in off-campus Internet use that causes or creates a significant risk of on-campus disruption will be punished.

l. Do not access any web site, forum or other part of the Internet that provides term papers, book reports, “canned” assignments, or other materials which can be used to avoid creating original work.

m. Do not engage in activities that threaten the security of the District’s computer system or the Internet. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should you provide your personal password to another person. If you identify a potential security problem on the District’s system or the Internet, you must notify the system administrator immediately. You should not demonstrate or reveal the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

n. Do not vandalize the District’s hardware, software or the system itself. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user, or of any other network connected to the Internet, including all or any portion of the District’s computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, “crash” or “bomb” all or any portion of the District’s computer system. All systems users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software. No system user may use the system to “hack” or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the District’s system. Any attempted or actual vandalism will result in the cancellation of a user’s privilege.

C. District Websites. District web sites shall be maintained as limited open forums. This means that the District’s web sites are only open to school business, school sponsored organizations or any organizations that are student initiated and otherwise appropriate within the perimeters of this Policy and the Student Handbook. Nothing in this Policy is intended to create an open forum. District web sites are limited to subjects that are educationally related. The District will monitor all content on its web sites and promptly remove any inappropriate content upon

discovery.

D. Limitation of Liability. The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which a user may suffer through use of the District system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District does not endorse the contents of any third party web sites that have been linked to the District's web site. The District is not responsible for any financial obligations which may be incurred through use of the District system.

E. Employee Access. An employee of the District will not be allowed to access the District system or the Internet, e-mail, or web-message boards until the employee indicates his/ her intent to abide by the terms of this Policy by signing the Employee Internet Access Agreement.

F. Student Education. The District will educate students on an ongoing basis about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

G. Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. By executing the Employee Internet Access Agreement, the user agrees to abide by the terms and conditions contained in the Internet Acceptable Use Policy for Employees. The system user acknowledges that any violation of the Internet Acceptable Use Policy for Employees may result in disciplinary action, including access and use privileges being revoked as well as any disciplinary action allowed by law, including termination of employment. Amended June 2012.

## **COLLEGE PREP**

### **College preparatory/Work Ready curriculum for High School Graduation**

#### **(Title 70 O.S. 11-103.6)**

Beginning with students entering the ninth grade in 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

#### **4 Units English**

to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

#### **3 Units Mathematics**

limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

**3 Units Laboratory Science**

limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to above Biology and approved for college admission requirements;

**3 Units History and Citizenship Skills**

including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admissions requirements;

**2 Units of the same Foreign or non-English language,**

**or 2 Units Computer Technology**

approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

**1 Additional Unit**

selected from the courses listed above or career and technology education courses approved for college admission requirements; and

**1 Unit or Set of Competencies of Fine Arts** such as music, art, or drama, or **1 Unit or Set of Competencies of Speech**

**The local school board's graduation requirements may exceed the state graduation requirements of 23 units.**

For more information: Counseling, SDE, (405) 521-3549 and/or Accreditation, SDE, (405) 521-3333. To meet the graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles.

School districts shall strongly encourage students to complete two units or sets of competencies of foreign languages as part of the core curriculum for high school graduation.

Local school district requirements may exceed state graduation requirements.

**College Preparatory/Work Ready Curriculum for High School Graduation**

**(Title 70 O.S. § 11-103.6)**

**ELECTRONIC DEVICES**

**Wireless phones and other Electronic Devices Policy**



It is the policy of the Board of Education that a student may possess an electronic device while on school premises or while in transit under the authority of the school. Students are only allowed to use their electronic device in the classrooms with teacher permission, and only for appropriate instructional purposes. Coaches and sponsors have the authority to extend and adjust this policy for extracurricular activities. Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized use of electronic devices. Students found to be using any electronic device for any illegal purpose, violation of school rules, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device confiscated and not returned until a parent conference has been held. Students violating this rule may be disallowed from carrying any electronic device following the incident unless a bona fide health emergency exists. Use of an electronic device to photograph or video inappropriate behavior or situations will result in the forfeit of electronic device privileges. Student found to be in possession of an electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device, detention, or suspension. Where appropriate, police authorities may be contacted.

- Devices should not be visible in the classroom setting unless the teacher has given permission.
- Devices should not be used in bathrooms, during assemblies, programs, or guest speakers.
- At no time should a student be on Facebook, Twitter, Instagram, Snapchat, etc.

#### **What is appropriate instructional use of electronic devices?**

Appropriate instructional use is any planned instructional activity incorporating the diverse integration of today's technology aligned with ISTE standards during an educational lesson.

Ex. Calculators, internet research, question-response activities, note applications, etc.

#### **Cell Phone/Electronic Device/ Headphone**

Cell phones, and any other electronic devices are at the discretion of the teacher during class time. Cell phones are allowed during lunch and during passing periods. Headphones are not allowed, and should not be visible during the passing periods. Headphones are allowed during the lunch period, while in the cafeteria.

Students must follow the rules of each teacher while in their class.

1. First Offense: Lunch Detention
2. Second Offense: Full Lunch Detention
3. Third Offense: 1 Day of ISPD
4. Fourth Offense: 2 Days of ISD
5. Fifth Offense: 3 Days of ISD

#### **CHILD FIND**

The purpose of this policy is to state the intention of the Carnegie Public Schools to fulfill its responsibility to

establish and implement an ongoing Child Find system to locate, identify and evaluate students ages 3 through 21 years, who are suspected of having a disability and may need special education, regardless of the severity of the disability and to coordinate with SoonerStart Early Intervention Program regarding the Child Find system for children ages birth to 3 years of age. This includes the following: child identification, location, screening, and evaluation activities to be conducted throughout the year by the Local Education Agency (LEA) in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the Child Find activities. The District's Child Find system will include all children within the District's geographic boundaries. The District will coordinate with other agencies and promote public awareness to locate children who may have disabilities. The District will take appropriate and necessary steps to ensure that District staff and the general public are informed of:

- the availability of special education services;
- a student's rights to a free appropriate public education;
- confidentiality protections;
- the special education referral process and will provide this information through a variety of methods.

In the identification process the District may use screening services. The district's general education interventions will not delay the initial evaluation for special education services of a student suspected of having a disability. If through Child Find activities, a child is identified as possibly having a disability and needing special education services, the District may seek parent consent to evaluate the child. All such evaluations will be conducted in compliance with applicable federal and state laws and regulations.

Carnegie Public Schools serves the following students:

Developmental Delay – ages 3 through 9

Category Specific – Ages 10 through 21

For more information please contact any school administrator or Special Education Director.

**Closing Statement** Parents, please be advised that you have the right to respond to the rules and regulations of Carnegie Public Schools by contacting the administrator at 654-1266. Administrators shall have the authority to enforce/change/add to handbook policy when new situations that are not covered arise.