

# **CRESCENT TIGERS**



**High School and Middle School**

# **STUDENT HANDBOOK**

2	<b>CONTENTS</b>
3	<b>CRESCENT SCHOOL DISTRICT PHILOSOPHY</b>
3	<b>ADMISSION AND RESIDENCE</b>
4	<b>TESTING FOR INITIAL PLACEMENT (HOME SCHOOL/NON ACCREDITED)</b>
4	<b>REPORT CARDS</b>
5	<b>SEMESTER TEST EXEMPTION</b>
5	<b>GRADUATION REQUIREMENTS</b>
7	<b>HONOR PROGRAMS</b>
8	<b>SCHOOL HONORS</b>
8	<b>ACTIVITIES ELIGIBILITY</b>
9	<b>HAPPY HOUR</b>
10	<b>EXTRA CURRICULAR ACTIVITIES - OVERVIEW</b>
10	<b>ACTIVITIES ABSENCES</b>
11	<b>STUDENT ATTENDANCE</b>
11	<b>FIRST AID</b>
11	<b>LUNCH SERVICE</b>
12	<b>STUDENT CONDUCT</b>
13	<b>TOBACCO FREE 24/7</b>
13	<b>DRUG/ALCOHOL POLICY</b>
14	<b>WEAPONS FREE POLICY</b>
15	<b>DETENTION</b>
15	<b>CORPORAL PUNISHMENT</b>
16	<b>SUSPENSION</b>
18	<b>STUDENT DRESS CODE</b>
19	<b>SCHOOL PROPERTY</b>
19	<b>VEHICLE USE/PARKING</b>
19	<b>SCHOOL BUS PROGRAM: RULES/DISCIPLINE</b>
21	<b>SEARCH OF STUDENTS</b>
22	<b>HARRASSMENT/INTIMIDATION/BULLYING</b>
24	<b>OBLIGATIONS: FEES/FINES/CHARGES</b>
25	<b>FERPA</b>
25	<b>COLLEGE COURSEWORK</b>
25	<b>SCHOOL VISITORS</b>
26	<b>INCLEMENT WEATHER</b>
26	<b>STORM DRILLS</b>
27	<b>FIRE DRILLS</b>
27	<b>LEAVING SCHOOL GROUNDS</b>
27	<b>LOST AND FOUND</b>
27	<b>TRAVEL: SCHOOL ACTIVITIES</b>
28	<b>DAILY ANNOUNCEMENTS</b>
28	<b>LIBRARY</b>
28	<b>WITHDRAWL FROM SCHOOL</b>
28	<b>COLLEGE VISITS FOR SENIORS</b>
29	<b>VO-TECH/CAREER TECH</b>
29	<b>STUDENT COUNSELING</b>
29	<b>SCHOOL PROPERTY</b>
30	<b>GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES</b>
33	<b>STUDENT/PARENT USAGE AGREEMENT</b>
34	<b>STUDENT COMMITMENT TO PROPER USE AND CARE OF LAPTOP</b>
35	<b>LAPTOP INSURANCE FORM</b>

## Crescent School District Philosophy

As an Oklahoma Public School, we accept all who come to our door, and who are legally eligible to attend. But once they have entered that door, and signed an enrollment card, they must accept the responsibility of fulfilling the obligations of a student in good standing to remain in our school. The opportunity for an education at our school is there for all, and the quality of education that each student receives is directly proportional to the effort he or she puts forth.

As a Board, we recognize that the education of our children is more than the performance of a duty or act of love. It is these things and also the highest expression of enlightened self-interest by the people of the Crescent School District. Education is our finest investment.

The Student Handbook is placed in the hands of the student and parents to serve as a guide through school days and to lessen problems and difficulties. Students will know what rules and regulations govern school life and what the school expects of the student.

Many of the policies set down here are governed by the state law or are directives of the State Board of Education, but many are local policy, custom or tradition and may be amended as the need arises.

The Board of Education  
The Administration and  
The Faculty

## Admission and Residence

It is the policy of the Crescent Board of Education that the residence of any child for school purposes shall be:

**Admission:** The following students shall be admitted to the District if they meet the age, immunization, and good standing requirements set forth in this policy.

1. Students who are legal residents of the District.
2. Students who have a legal transfer into the District.
3. Students who have been accepted by the District on a tuition basis, and
4. Foreign students who have been accepted by the District as Non-immigrant Students.
5. A home-schooled student who wishes to be admitted to the District may only be enrolled on a full-time basis.

### **Age-Requirements:**

1. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in the district until they reach twenty-one years of age on or before September 1 of the school year in which the enrollment is sought; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one.
2. Proof of Age: All students enrolling in the District shall present verification of age when requested by school for verification. If such a document is not presented within four weeks after its request, the student's enrollment shall be terminated until verification is produced.

**Immunization Requirements:** No student shall be permitted to enroll in the District unless the student presents to the school at the student's initial enrollment either:

1. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
2. A Certificate of Exemption form stating that the child is exempt for the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

**Good Standing Requirement:** A student must be in good standing at the time of withdrawal from any previous school in order to enroll in the District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in the district, and no public school shall be required to enroll such student, until the terms of suspension have been met or the time of suspension has expired.

### **Testing for Initial Placement of Home School / Non-State Accredited School Students**

When a student transfers in from home / non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home / non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

1. Testing is by appointment only.
2. Passing scores on the test(s) will be 60%. If the test(s) is / are passed by at least that score, credit will be given on the high school transcript.
3. If the test(s) is / are not passed, the student will be placed at the level last attained in a state accredited school.
4. Placement testing is given only once per subject.
5. If no testing is requested, the student will be placed at the ninth grade level or at the level indicated by their last state accredited school transcript.
6. Testing will be scheduled through the counselor's office.

### **Report Cards**

In accordance with the policy of the Crescent Board of Education, the following shall govern the reporting of student's progress for the secondary school.

1. The semester grade is recorded on each student's permanent school record.
2. The numerical grades will appear on report cards and in the student's permanent record:

90 to 100 – A  
 80 to 89 – B  
 70 to 79 – C  
 60 to 69 – D  
 59 and below – F

Incomplete grades will be given ten (10) days to complete and turn in assigned work. In addition, Notice of Concern reports will be sent each week for those students failing a class, and the student's name will be put on the eligibility report for the following week. Parents and guardians should feel free to discuss their child's progress with teachers and staff by appointment.

### **Semester Test Exemption**

Students in grades 9-12 may be exempt from semester exams with the following conditions: (for each class individually)

- A. an average of "A" with (3) or fewer absences
- B. an average of "B" with (2) or fewer absences

Regardless of the reason for the absence, whether medical, legal, funeral, or religious, the student will take the semester exam if absences exceed the exemption limit.

### **Core Curriculum for High School Graduation** (Title 70 O.S. 11-103.6 and State Board of Regulations)

#### **4 Units or Set of Competencies Language Arts**

**1** Grammar and Composition, and

**3** which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.

#### **3 Units or Sets of Competencies Mathematics**

**1** Algebra I or Algebra I taught in a contextual methodology, and

**2** which may include, but are not limited to, the following courses: Algebra II, Geometry, or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability; Computer Science I; Computer Science II; Mathematics of Finance, Intermediate Algebra; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of ; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the dependent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

#### **3 Units or Sets of Competencies Science**

**1** Biology I or Biology I taught in a contextual methodology, and

**2** in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science;

Earth Science; Botany; Zoology; Physiology; Astronomy; Applied Biology/Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education, and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

### **3 Units or Sets of Competencies Social Studies**

**1** United States History

**1/2 to 1** United States Government

**1/2** Oklahoma History

**1/2 to 1** which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

### **2 Units or Sets of Competencies the Arts**

Which may include, but not limited to, courses in Visual Arts and General Music.

### **9 Electives**

### **24 Total Credits**

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

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by 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 course with content and/or rigor equal to or above Biology and approved for college admission requirements;

### **Laboratory Science (3 Units)**

limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or 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 admission requirements; (In 12th grade, Economics counts as Financial Literacy, which is a requirement.)

**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 and requirements; and

**1 unit or Set of Competencies Fine Arts such as Music, Art, or Drama, or 1 Unit or Set of Competencies of Speech****9 Electives****24 Total Credit****Oklahoma State and Crescent Schools Graduation Requirements**

\*9 Units of Electives (8 required by the State and 1 additional required by Crescent Schools)

\*All course content will be centered on the Oklahoma Priority Academic Skills (P.A.S.S.)

\*Any student who lacks more than two credits toward graduation requirements shall not be permitted to go through graduation ceremonies.

\*Proficiency Exams: Proficiency exams will be administered twice each year. One week before school begins and one week after school ends. Students must score at least a 90% on the exam and meet any other course requirements in order to receive one unit for ("CLEP" out of) a course.

**PASSPORT TO PERSONAL FINANCIAL LITERACY**

Beginning with students entering 7th grade in the 2008-09 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a Personal Financial Literacy Passport during grades 7-12.

Personal Financial Literacy education shall include, but is not limited to, the following 14 areas of instruction: Understanding interest, credit card debt, and online commerce; rights and responsibilities of renting or buying a home; savings and investing, planning for retirement; bankruptcy; banking and financial services; balancing a checkbook; understanding loans and borrowing money, including predatory lending and payday loans; understanding insurance; identity fraud and theft; charitable giving; understanding the financial impact and consequences of gambling; earning an income, and understanding state and federal taxes. In Crescent, 12th grade "Economics" satisfies this requirement.

**Honor Programs**

It is the Policy of the Crescent Board of Education to recognize students of outstanding achievement. The following criteria shall govern the selection of the students for honors recognition:

1. Students will be selected from each graduating class for the award of valedictorian(s) and salutatorian(s).
2. The student(s) with the highest grade point average will be selected as class valedictorian (s). The student(s) with the next highest grade point average will be selected as class salutatorian(s).
3. Grades earned in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades will be averaged to determine a cumulative score for high school honors. Grades earned in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades will be averaged to determine a cumulative score for middle school honors.

4. To be eligible for consideration for valedictorian and salutatorian honors, students must be enrolled in a minimum of six units during their fourth year of high school.
5. Only AP classes will be weighted for grading purposes at Crescent High School. They will be weighted within the classroom, and turned into the office on a 4-point scale, so that the grade can be used for college entrance requirements. No students will be allowed to remain in a Crescent High School AP class with a grade below a C average, for the semester.
6. Membership in the Oklahoma Honor Society is limited to 10% of the student body. Based on the proceeding semester  
And current semester for graded 7- 8-10-11-12. Grades 6<sup>th</sup> and 9<sup>th</sup> are based on the current semester grades only.

### **School Honors**

A student who has all "A's" for the semester may be included on the Superintendent's Honor Roll. A student who has no grade below a "B" for the semester may be included on the Principal's Honor Roll.

### **Student Activities Eligibility**

**\*Please see the separate Activities/Athletic Handbook for complete details concerning drug testing for Crescent Public Schools.**

The Crescent School Board recognizes that the Oklahoma State Secondary Activities Association (OSSAA) Rules and Regulations establish minimum eligibility requirements. It is the policy of the Crescent School Board to enforce the OSSAA scholastic eligibility requirements.

### **Rule 3 – Scholastic Eligibility**

The following Crescent School Board Scholastic eligibility standards are required of all students participating in extra-curricular activity programs:

#### **Section 1. Semester Grades**

- A. A student must have received a passing grade in five subjects counted for graduation that he / she was enrolled in during the last semester he / she attended fifteen or more days.
- B. If a student does not meet the minimum scholastic standard he / she will not be eligible to participate during the first six (6) weeks of the next semester they attend. There will be no exception to this rule for any student at Crescent High School.
- C. A student who does not meet the above minimum scholastic standard may regain his / her eligibility by achieving passing grades in all subjects he / she is enrolled in at the end of a six week period.
- D. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

## Section 2. Student Eligibility During a Semester

- A. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. Crescent will run eligibility checks at the end of the school day preceeding the last school day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- B. 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 at the end of the week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period.
- C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period.
- D. "Passing grade," means work of such character that credit would be entered on the records during the semester at that time (60% or above).
- E. Teachers are required to turn in names on a weekly basis of any students they have that are not passing. A list is then compiled in the Principal's Office. Copies of this list which determine eligibility are given to teachers. Under NO circumstances should students or parents have access to this list. Students grades are privileged information and not available to anyone but the student and / or his or her parent / guardian.

### Happy Hour Policy

Students who fail to submit completed assignments when due, and who are reported to the principal's office, will be given the opportunity to attend happy hour by arrangement with the concerned teacher. This allows the student to possibly receive full credit for the missing assignment. If the student does not attend, he/she will receive the grade earned.

A student who wishes to improve their grade on a particular assignment can voluntarily attend happy hour the next day by arrangement.

## Section 3. Special Provisions

- A. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his / her eligibility by achieving the scholastic standard in Rule 3, Section 2 – B at the end of a three week period.
- B. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family, and natural disaster). (Board policy allows a maximum of two weeks to this exception.) All students must follow Rule 2 – B above.
- C. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1 – A for the end of spring semester.

## Section 4. Special Education Students

Special Education students who are enrolled in special education classes have an Individual Education Plan and have been certified by the Principal as doing quality work may, under approval, be accepted as eligible under this rule.

NOTE: The Crescent School Board will follow the OSSAA minimum standards in all other areas, i.e. age, attendance, residence, conduct, etc. as set forth in the OSSAA Rules and Regulations.

REFERENCE: Oklahoma State Secondary Activities Association Rules.

### Extracurricular Activities

**\*Please see the separate Activities/Athletic Handbook for complete details concerning drug testing for Crescent Public Schools.**

The Crescent Board of Education defines extracurricular activities as those activities which primarily involve students in out of classroom situations.

An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school, which causes students to be absent from curricular class periods.

All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Schools Activities Association (OSSAA).

The following are considered extracurricular activities:

1. Student Council and its related activities and organizations
2. Music festivals or contest, and speech contests
3. Organized activities which are part of interscholastic athletics
4. All types of interscholastic competition
5. Special interest clubs
6. FFA, FCCLA and BPA activities and shows

In an effort to provide a reasonable safe and educationally sound extracurricular activities, program the policies covering field trips shall be observed.

No student will be required to attend school activities on Wednesday evening or on Sundays.

Any student involved in as extracurricular activity, must have attended at least three (3) hours of school on the day of the activity, unless the activity requires the student to miss five (5) or more hours of class.

### Loss of Time for Activities

The maximum number of absences for activities, whether sponsored by the school or outside agency / or organization, which removes the student from the classroom shall be ten (10) for any

one class period of each school year. Excluded from the number is state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

The Crescent Board of Education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviations of the activities policy to the local board of education. In the event that a board meeting shall not be available, the Superintendent shall make the decision and report to the board at the next regular meeting.

Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national

### **Student Attendance**

A student is counted absent when they miss 10 or more minutes of a class period.

When a student has missed more than eight (8) days of school in a particular class, in a single semester, he/she will be taken out of the class and placed into home-based education where credit for the semester may still be earned. Documented absences (NOTES) for medical, legal, funeral, or religious reasons will not count as part of the maximum eight days missed. However, these documented absences DO count against semester test exemption. Regardless of the reason for the absence, whether medical, legal, funeral, or religious, the student will take the semester exam if absences exceed the semester test exemption limit.

School Activities are not part of the eight maximum days of absence.

A written request submitted by the parent/guardian must be made within five (5) days (one school week) of the student missing the ninth (9th) day of class in order to be considered for an appeal. Each appeal will be considered on an individual basis by the appeal committee, made up of the principal, counselor, athletic director, one teacher from the core subjects, and one teacher from an elective subject. The committee will also be the activity absence appeal committee.

### **First Aid**

If a student becomes injured or ill during the school day or while attending a school-sponsored activity, any staff member present should render first aid. If a professional medical person is not available, the staff person will administer the first aid, and then notify the student's parent or guardian, if possible. School personnel, except in accordance with these policies, shall not administer medication.

### **Lunch Service**

In accordance with the lunch service policy of the Board of Education, the following shall govern the school lunch program in this district.

1. Any student may eat in the school cafeteria or other designated place.

2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the dining hall, if desired.

### **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 right 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 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. Unauthorized use of wireless telecommunication devices during school hours.
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 or 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;

13. Using profanity, vulgar language or expressions, or obscene gestures;
14. Committing acts of sexual harassment as defined by District Policy or sexual assaults;
15. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
16. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, inappropriate displays of affections, disturbing the peace, or inciting, encouraging, prompting or participating in attempts to interfere with/or disrupt the normal educational process;
17. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;
18. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession, of stolen property, and cheating, and
19. 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 on any property subject to the control and authority of the District, shall be prohibited and subject to disciplinary action if such conduct or activity a) is a continuation of activity which began on school property, adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, or disrupts school operations.

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.

### **TOBACCO FREE 24/7**

Smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on or in any school property. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus, even during non-school hours and days. This policy applies to all public school functions and any outside agency using the district's facilities, including stadiums, etc.

### **Drug and/or Alcoholic Beverage Policy**

It shall be the policy of the Crescent Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or said student has in his or her possession:

1. Beverages as defined by House Bill 1100 - such as 3.2 beer
2. Alcoholic beverages
3. Controlled dangerous substances

as the above are now defined by state law, shall immediately notify the principal of such suspicions. The principal and one other school official shall make a determination as to the validity of the suspicion. If it is determined that the student is in violation of the state law (#1283), the principal shall immediately notify the superintendent and a parent/guardian of the student (if possible). (Ref: O.S. Title 70, Section 133).

Upon the student's first offense of the state law, he/she shall be suspended for a period of ten (10) days. Upon return to school, the student must arrange a series of three sessions with the school counselor to discuss return to school and the suspension. The student will then be placed upon probation for the remainder of the school year.

If there is a second offense during the current school term, the student will be suspended for the balance of the current semester. He/she will lose all credits for that semester. The student will not be allowed on school grounds or at any school functions during either the period of ten days suspension or the period of the semester suspension.

This policy will be in force at/during school, on any school grounds, or any school sponsored activity.

Every teacher employed by the Crescent Board of Education, who has reasonable cause to suspect that a student is under the influence or has in his/her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference: O.S. Title 70, Section 24-132).

**\*Please see the separate Activities/Athletic Handbook for complete details concerning drug testing for Crescent Public Schools.**

### **Weapons Free Policy**

It is the policy of this school district to comply fully with the Gun-Free School Act.

1. Any student in this school district who uses or possesses a fire-arm 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 readily be converted to expel a projectile by the action of explosive,
- (b) the frame or receiver of any such weapon,
- (c) any firearm, muffler or firearm silencer, or
- (d) any destructible device including any explosives, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missiles having a explosive or incendiary charge of one quarter ounce.

Such firearms or weapons will be confiscated and released only to law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such persons 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 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, switch-blade knife, spring-type knife, sword-cane knife, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, a black-jack, loaded- cane; billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individual with Disabilities Act and Section 504 of the Rehabilitation Act, if the violation is found by the students IEP team to be unrelated to the students disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the students IEP team determines that the violation is related to the student's disability, the student may be suspended for up to 10 days and placed up to 45 cays in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See note 2, below)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent designee. Disciplinary action will be determined on a case-by-case basis.

### **Detention**

A student in this district may be detained before or after school hours for disciplinary reasons if, in the judgment of a school administrator or the student's teacher, such disciplinary measures are warranted. If a student is to be detained, the parent must be notified of the planned detention and, in the case of bus students, arrangements made for the student's transportation. Twenty – four hour notice will be given so that transportation may be arranged. Parents shall be asked to arrange for the transportation of the detained student.

### **Corporal Punishment**

The District recognizes corporal punishment as a means of discipline. However, corporal punishment shall be used only as a last resort and only after other reasonable corrective measures have been used without success. Corporal punishment may be administered only after consultation with the administrator or the administrator's designee, and only in the presence of a witness. Corporal punishment shall only be administered in the principal's office or another location where some degree of privacy exists, and administered by a principal. Other than corporal punishment, employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others, or for the

protection of property of another person or the District. Corporal punishment will only be given after a parent is contacted and signs a document allowing corporal punishment to be given to their child.

## **SUSPENSION OF STUDENTS**

It is the policy of the Crescent Board of Education that the superintendent may suspend a student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials or damage the property of another.

The superintendent may delegate the authority to suspend a student to the respective building principal. Any student who has been adjudicated for a violent or non-violent offense may be suspended out-of-school by the principal of such school. Any student who violates the policies or regulations of the school may be suspended. No suspension will exceed the duration of the current semester and the succeeding semester except for violations of the Gun-Free School Act, which suspension may be for one (1) calendar year or longer.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school discipline options that are not considered suspension, such as assignment in an alternative school setting, reassignment to another classroom, or in-school detention. If alternative in-school assignment options are considered inappropriate, the principal must provide written justification, which will become part of the student's permanent record. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student. The parent or legal guardian shall comply with the plan.

The superintendent is directed to establish regulations, subject to board approval, which support the policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspension of students to building principals. Reference: 70 O.S. # 24-101 SB1119, June 10, 1994 HB2692, May 21, 1996.

### **SUSPENSION OF STUDENTS: REGULATIONS**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school. The authority to suspend a student from a school district is delegated to the respective building principals.

1. It is the policy of the Crescent Board of Education that the superintendent may suspend a student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials or damages the property of another. conduct, which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act, which provides unlimited suspensions.

3. Except under certain circumstances, which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student, who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, other students, or faculty.
5. **Procedural steps to suspension:** Before a student is suspended from school, the principal of the school shall consider and apply, if appropriate, alternative in-school discipline options that are not to be considered suspensions. Such assignments can include an alternative school setting, reassignment to another classroom or in-school detention. If such alternate assignment is rejected, written justification must be placed in the student's permanent record.
  - A. **Probation.** A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) / guardian(s) shall be notified of the probation and reasons therefore.
  - B. In-school discipline assignment is an alternative to out-of-school suspension. The student's principal will impose in-school assignment and the student will be placed in a supervised, structured environment. This assignment will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in school detention. Both the student and parent(s) / guardian(s) shall be notified of the assignment, the reasons, and the rights to appeal the assignment.
  - C. **Out of School Suspension.** A student may be suspended from school for the remainder of the current semester and the succeeding semester. If out-of-school suspension is prescribed, the building principal must justify in writing why in school suspension was not appropriate. Both the student and the parent(s) / guardian(s) shall be notified of the suspension, the grounds and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student.
6. **Appellate Procedures:** Any student who has been suspended under the steps listed above, or the student's parent(s) or guardian(s), may appeal the suspension to the suspension committee, if the period of suspension is for more than ten (10) days. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s) / guardian(s), shall notify the superintendent in writing as soon as possible following the suspension of their intent to appeal the suspension.
  - B. Upon receiving notice of a student or parent's intent to appeal, the superintendent shall advise or the president of the board of education. The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent. The

superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witness on his/her behalf; cross-examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.
  - D. The suspension committee (short term) or the board of education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) / guardian(s) shall be notified within five days of decision.
7. **Appeal for reinstatement:** Students, who have been suspended for the remainder of the semester, or more, may petition the Superintendent for reinstatement. The Superintendent may, in his / her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification, which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The Board shall take whatever action it deems appropriate.
  8. A suspension appeals committee is hereby established which would consist of administrators or teacher or a combination of administrators and teachers. The member of the committee will be appointed by the superintendent and may include the superintendent.

Note: 70 O.S. # 24-102 states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of the suspension has expired.

### **Student Dress Code**

**General:** There exists a correlation between the quality of a student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

**Standards of Dress:** The following standards of dress are required of all students who are attending school or participating in school activities.

1. Apparel with slogans which promote activities prohibited by the District's Student Conduct Policy is not permitted.
2. Pants, trousers, jeans, and shorts are to be worn at the waistline and belts and/or straps, if worn, are to be buckled or fastened.
3. Bare midriffs, backless dresses or tops, and see-through blouses are not permitted.

4. Dresses, shorts, and shirts must be no shorter than mid-thigh.
5. Frayed, purposely torn clothing, and cut-offs that distracts from the educational environment are not permitted.
6. Clothing or jewelry that relates to violence, gang activity, drugs, or alcohol is not permitted.
7. Hats or caps or sun-glasses shall not be worn in any District building.
8. Shoes must be worn at all times.
9. Clothing normally worn when participating in a school-sponsored extra-curricular or sports activity may be worn to school when approved by the sponsor or coach. Examples; cheerleader outfits, drill team and band uniforms, and team shirts.

With ever-changing styles, additional guidelines may be established to help maintain high standards. There may be changes, interpretations, or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop.

Administration retains the discretion to approve deviations from this policy for legitimate reason, including religious tenants and beliefs, and health issues, as determined appropriate and necessary.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent. Failure to comply will be grounds for disciplinary actions.

### **Responsibility for School Property**

Students who lose or damage school property shall be required to pay the amount necessary to replace or restore the property. Parents may be held liable by the school for bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to any person or to the Crescent School District or any other school district, which is caused by the student.

### **Vehicle Use and Parking**

Students (16 years and older) driving a motor vehicle to the High School may park the vehicle in the parking lot designated for student parking. Students will not park vehicles in driveways, on private property, or in the parking lot located in front of the school. In the event of an emergency, permission may be granted for a student's use of a vehicle during the school day.

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property.

### **School Bus Program**

The Crescent School District shall provide transportation for a student whose home is more than a reasonable walking distance – one and one-half (1 ½) miles – from the school attended by such student.

## School Bus Rider Rules

Previous to loading (on road and at school) the student must:

- a. Be on time at the designated school bus stop to keep the bus on schedule
- b. Stay off the road at all times
- c. Bus riders conduct themselves in a safe manner while waiting
- d. Wait until the bus comes to a complete stop before attempting to enter the bus
- e. Be careful in approaching the bus stop; and
- f. Do not move toward the bus at the loading zone until the bus has been brought to a complete stop.

While on the bus, students must:

- a. Keep hands and head inside the bus at all times
- b. Assist in keeping the bus sanitary at all times
- c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in an accident
- d. Treat bus equipment as you would valuable furniture in your own home; (damage to seats etc. must be paid for by the offender).
- e. Refrain from tampering with the bus or any of it's equipment
- f. Take all books, clothing and personal items off the bus
- g. Keep books, packages, coats and all other objects out of the aisles;
- h. Help look after the safety and comfort of small children;
- i. Refrain from throwing anything out of the bus window;
- j. Remain in their seats while the bus is in motion;
- k. Conduct themselves or refrain from horse-play around or on the school bus;
- l. Be courteous to fellow students, the bus driver, and driver's assistants;
- m. Keep absolute quiet when approaching a railroad crossing stop; and
- n. In case of road emergency, remain in the bus;
- o. Refrain from interfering with the driver's view and control of the vehicle.

After leaving the school bus;

- a. If crossing the road, students must go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, and then cross the road;
- b. Students living on right side of road must immediately leave bus and stay clear of traffic; and
- c. Students must help look after the safety and comfort of small children.

The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from parent or school official.

### School Bus Rider Discipline Policy

Infractions are grouped together as follows:

#### **Group 1**

1. Failure to remain seated, 2. Pushing or tripping, 3. Profanity or unacceptable language, 4. Hanging out of the window, 5. Spitting, 6. Eating, drinking, chewing gum, or littering, 7. Radios, tape decks, or C.D.'s are not permitted 8. Violation of safety procedures.

## **Actions to be taken:**

Immediate Action: Place student in front seat for 10 trips.

First Offense: Parent contacted in writing and advised of the offense.

Second Offense: Parent contacted in writing and three- (3) school days suspension from riding the bus.

Third Offense: Parent contacted in writing and five (5) school days suspension from riding the bus.

Fourth Offense: Parent contacted in writing and ten (10) school days suspension from riding the bus.

Fifth Offense: Permanent suspension from riding the bus for the remainder of the semester.

## **Group 2**

1. Fighting, 2. Smoking, or tobacco of any form, 3. Throwing objects out of the bus, 4. Throwing objects in the bus, 5. Lighting matches or cigarette lighters, 6. Interfering with the driver when the driver is instructing or disciplining another rider, 7. Not obeying the driver during and evacuation drill.

## **Actions to be taken:**

First Offense: Parent contacted in writing and three (3) school days suspension from riding the bus.

Second Offense: Parent contacted in writing and five (5) school days suspension from riding the bus.

Third Offense: Parent contacted in writing and ten (10) school days suspension from riding the bus.

Fourth Offense: Permanent suspension from riding the bus for the remainder of the semester.

## **Group 3**

Vandalism of bus – inside or out. This includes tearing or cutting seats, writing on seats or walls of the bus, breaking window, lights, etc.

## **Actions to be taken:**

First Offense: Parent contacted in writing, payment for damages and fifteen, (15) school days suspension from riding the bus.

Second Offense: Permanent suspension from riding the bus for the remainder of the year.

If, after being suspended from the bus for the remainder of the first semester, there is another occurrence during the second semester, bus privileges will be suspended for the remainder of the year.

All discipline reports are forwarded to the building principals. The building principal then takes the appropriate action as listed in the School Board approved discipline policy. Any questions from parents or students regarding actions taken should be forwarded to the building principal.

## **Search of Students**

**Searches:** As allowed by law, the Superintendent, any principal, teacher or security personnel who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any

police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by school personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, back packs, or their personal items. Students shall not have any reasonable expectations of privacy in the contents of school lockers, desks, or other district property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refused to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue.

**Reporting:** Any employee who has reasonable cause to suspect that a student may under the influence of or has in his or her possession, alcoholic beverages, low-point beer or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent and, if possible, a parent or legal guardian of the student.

## **HARASSMENT**

### **HARASSMENT, INTIMIDATION AND BULLYING PROHIBITED**

"Harassment, intimidation and bullying," as defined by Oklahoma Statutes at 70 O.S. 824-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in a way as to disrupt or interfere with the school educational mission or the education of any student.

· "Harassment, intimidation, and bullying" include but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion,

race, color, nationality, age, sex, sexual orientation, disability, height, weight, socioeconomic or any other distinguishing characteristic.

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

The Crescent Public School District specifically prohibits harassment, intimidation and bullying. Students violating the prohibitions set forth in this policy will be subject to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation and bullying behavior by students shall be addressed by the District in its Safe School Committee, pursuant to O.S. 824-100.

### **General:**

Harassment constitutes unethical unacceptable employee / student conduct, which will not be tolerated at any level. All employees / students are strictly prohibited from engaging in any form of harassment of any other employee / student or applicant for employment. Any employee / student engaging in harassment is subject to disciplinary action, including but not limited to student suspension, employee suspension, and demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

### **Sexual Harassment:**

Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall promptly report all such incidents to the employee's immediate supervisor. If the employee's immediate supervisor is the person claimed to have committed acts of sexual harassment, then the report should be submitted to the Superintendent.

Any student should report any case of sexual harassment to the Principal. If the Principal is the person claimed to have committed acts of sexual harassment, the student should report the incident to the Superintendent.

It is preferred that all such reports be made in person or in writing and be signed by the reporting party; however, in order to encourage full and complete reporting of such prohibited activities, a person should report such incidents in writing, and by mailing such reports to the personal attention of the appropriate person. All such reports should state the name of the employee / student or applicant involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to allow for a thorough investigation of the matter.

All reports of sexual harassment will be investigated. The staff will develop and implement appropriate administrative procedures for investigation reports of sexual harassment. The administrative procedures will protect the rights of the reporting employee / student, or applicant and the accused employee / student or applicant to the extent possible.

### **Other Forms of Harassment:**

The Board prohibits statements or actions, which tend to harass or disparage an individual on the basis of race, religion, national origin, or handicap condition. Such behavior will not be tolerated. This policy will apply to applicants and employees / students at all levels.

Any applicant for employment or employee / student to who improper comments or actions are directed, should report such actions to the employee's immediate supervisor. Violation of this policy by an employee may result in disciplinary action including a recommendation for employment termination in the event of repeated incidents. Students who violate this policy will be subject to appropriate disciplinary action at the school level by the Principal or his / her designee.

### **Definitions:**

Employee: Any person who is authorized to act on behalf of the District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full – time or part – time basis. For the purposes of this policy, the term "employee" includes school volunteers.

Student: Any person who is enrolled in Crescent Public School District No. I-002.

**Racial / Handicap Harassment:** Epithets, slurs, gestures, or graffiti, even in jest, which are targeted toward an individual because of race, nation origin or handicap. (Staff members and students must remember that individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial or "All in Good Fun" to one person may be extremely offensive to the person to whom the comments or actions are directed).

Legal References: Title VII, Civil Rights Act of 1964 Oklahoma Anti – Discrimination Act Americans with Disabilities Act of 1990 (ADA) Section 504 – Rehabilitation Act of 1973.

### **Obligations: Fees, Fines and Charges**

The following areas may require payment of a fee, fine or charge by the student:

1. Member dues, as set by the Sponsor and Principal. In student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary;
2. Security deposits for the use of material, supplies, or equipment;
3. Items of personal use such as student publications, class rings, annual, and graduation announcements;
4. Any authorized student health or accident benefit plan;
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district;
6. Items of personal apparel which becomes property of the student and which is used in extracurricular activities;
7. Fines assessed for lost, damaged, stolen or overdue library books; or
8. Other fees, fines, or charges specifically permitted or required by law.

**All obligations must be paid before a student will receive report cards, grades, or transcripts.**

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

Students who are financially unable to pay for lost or damaged instructional materials will be allowed to work off their debts in a program approved by the superintendent or his/her designee.

**All lost or damaged materials must be paid for before a student officially withdraws from the school district.**

**Students who have not fulfilled these obligations will be denied transcripts and copies of other records and recommendations from the school district.**

**Students in the 12<sup>th</sup> grade who have not fulfilled these obligations also will be denied their diploma.**

**Statement of Rights – FERPA**

The District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Student records, including course grades of students, will be maintained confidentially as required by law. Within the first three weeks after the start of classes each school year, the District shall cause a notification of FERPA Rights to be published in selected newspapers. In addition, the District shall provide a Notification of FERPA Rights to each student or parent or guardian of a student by placement in the student handbook(s). The District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights. The Board of Education hereby designates the following information to be directory information: Student’s names, parent’s or guardian’s name, dates of attendance, honors, achievements, and/or awards received, students photographs, and grade in which enrolled.

The District will disclose any of the above items electronically or otherwise without prior parental consent, unless notified in writing within ten days from the date of student enrollment that any or all of the above information should not be released without consent.

**Locations of Education Records**

**Types**

**Locations**

Cumulative School Records: Principal  
 School Records (Former Students): Principal  
 Health Records: Principal  
 School Transportation Records: Superintendent  
 Speech Therapy Records: Director of Special Education  
 And Psychological Records

**Custodian**

Principal’s Office  
 High School  
 Principal’s Office  
 Superintendent’s Office  
 Special Education  
 Director’s Office

**College Coursework**

The Crescent Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible. Students will be allowed to enroll concurrently in college work with the approval of the high school principal, the student’s parents, and the admitting college.

**School Visitors**

It is the policy of the Crescent Board of Education to restrict classroom visitation to a minimum. Notices will be posted at the entrance of each school building will require visitors to report to the principal’s office to obtain permission before visiting any classroom or other school facility.

Parents are requested not to send or allow siblings or friends to visit students in the classroom.

Visitors on school property without permission may be asked to leave the premises.

### **Inclement Weather**

It is the policy of the Crescent Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of the students may be jeopardized.

School will not be dismissed during a tornado watch or alert. Children will remain at school and appropriate safety measures shall be taken. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school.

Should Crescent be placed within the boundaries of a Tornado Warning before school starts, the school buses will not run until the warning has been lifted. Parents in town should keep their children at home until the danger has passed.

Should it become necessary to dismiss school during the day, TV stations 4, 5 and 9 and all bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once the buses have arrived.

### **Storm Drill Procedure**

**Alarm: Series of three (3) long rings – pause – three long rings – pause – etc.**

#### **All Clear – One Long Ring**

In case of tornado, students should observe the following rules:

1. Move quickly and calmly to the library
2. Pack in as neatly and closely as possible to accommodate all students, faculty, and community members.

If cannot make it to the Library use the following procedures:

Vo-Ag: Move quickly to East Wing and line up against the wall

Band: Move to storage and practice rooms and get against the wall.

Middle School: Move to the hall and get against the wall, away from the doors.

New Gym: Students should go to their dressing rooms and get against the wall.

East and West Wings: Teachers should take classes to the hall directly outside of the classroom. Stay away from windows located in the hallway.

## Fire Alarm Procedures

**Alarm – Series of Short Rings**

**All Clear – One Long Ring**

**Note: Refer to the Map of the School**

In the event of fire, the most important rule to remember is to remain calm and to move out in an orderly manner.

Students in the Vo-Ag, Band and HS Gym should proceed to exits and go across the street south of the HS Gym.

Students in the Middle School Building should use exits from each room and the nearest exit to the outside and go to the playground.

Room 11 and 12 should leave through the north doors of the East Wing and proceed to the practice field.

Room 9, Room 10, Room 13 should take their classes out the east double doors on the south end of the building and proceed to the practice field.

Room 4, Room 5, Room 6, and Room 7 should use the main doors on the north end of the building and proceed to the bus parking lot.

Room 1, Room 2, Room 3, Room 8 should use the doors at the main entrance on the West Side of the building and proceed to the bus parking lot.

If an exit is blocked by fire, teachers should take their classes to the nearest open door or window. **DO NOT PANIC.**

In case the building needs to be evacuated during a passing period, students should proceed calmly to the nearest exit and go to the area specified for teachers you have the next hour.

## Leaving School Grounds

Any student, who leaves the campus during school hours, must check out through the office. **Any student who does not check out will be considered truant!**

## Lost and Found

Found items should be taken to the office immediately. Lost items should be reported to the office or a teacher.

## Travel on School Sponsored Activities

On all activity trips, the student must ride the bus or transportation provided for them, both going and coming home. The only exception is when a parent is in attendance at the activity and personally takes his / her son or daughter home.

## Daily Announcements

Information to be placed in the daily announcements should be turned in to the High School Office before 8:00a.m. on the day of publication.

A list of students missing classes due to class trips, athletic contests, etc., must be turned into the office 2 days prior to their departure.

## Library

Most library books will be checked out on the basis of two weeks. Periodicals will be used only in the library.

Students to whom the books are checked out must pay for lost books, or they will not be permitted to get other books.

The library will close approximately two weeks before the close of school. All book reports should be finished and books checked in by that date. Library facilities are open to the students and to residents of the community who wish to use these facilities.

## Withdrawal from School

Written consent from parents is necessary to check out of school. Students withdrawing from school to transfer to another school are asked to come to the Principal's office the day BEFORE leaving and obtain a student clearance form to be filled out by all of the student's teachers, cafeteria, the Librarian, and the HS office.

This form is to be presented to registering school to help plan your schedule for the remainder of the year.

Students desiring to withdraw from school must bring their parent or guardian with them.

## College Visits for Seniors

Before a student will be excused from school to visit or enroll in a college, the following criteria must be met:

1. The student must have the academic background to attend the college to be visited.
2. Arrangements to go to a college must be made through the Counselor's office **BEFORE** the trip is made.
3. Students who have met the two above criteria, then the student must bring back evidence of having fulfilled their obligation of a college visit. (Signed statement by college personnel, etc.)

## **Vo-Tech/CareerTech**

Crescent is a member of Francis Tuttle Vo-Tech School, located in Northwest Oklahoma City. Students in grades 11 and 12 may elect to divide their school day between Crescent High School and Francis Tuttle Vo-Tech.

### **Student Counseling**

Our School provides facilities for counseling for all students, grades 6 – 12. We urge the students to take advantage of these opportunities that are presented to them. Facilities are available for counseling both boys and girls.

A comprehensive cumulative record has been established for each student enrolled in our school. These records are available in the Counselor's office.

We would like the opportunity for each student to have at least one conference with the Counselor each semester. Arrangements can be made for a conference with the parents and students jointly or with parents when it is desired. We recommend that a student seek the Counselor during a supervised study period or an activity period. When this is not possible, arrangements ahead of time will be made to permit the student to leave class for the purpose of working with the Counselor.

The Counselor can assist students with educational, vocational, social, and emotional problems with which the student feels that he or she needs help.

### **School Property**

District owned computers, books, and other school property are issued each semester. Students are responsible for returning books or computers in good condition. Damaged or lost books or computers must be replaced before credit will be issued. If a replaced book or computer is found later, the price of the replacement will be refunded.

**\*\*Please see the following GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

## STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use Crescent School District owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

### 1. Expectations

- a. Students are allowed use of computers, other technology hardware, software, and computer networks, including the Internet, only when supervised or granted permission by a staff member.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District website.
- c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

### 2. Unacceptable conduct includes, but is not limited to the following:

- a. Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network.
- e. Use or possession of hacking software is strictly prohibited.
- f. Causing congestion on the network or interfering with the work of others, i.e., chain letters or broadcast messages to lists or individuals.
- g. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- h. Gaining unauthorized access anywhere on the network.
- i. Revealing the home address or phone number of one's self or another person.
- j. Invading the privacy of other individuals.
- k. Using another user's account, password, or ID or allowing another user to access your account, password, or ID.
- l. Coaching, helping, observing, or joining any unauthorized activity on the network.
- m. Forwarding/distributing e-mail messages without permission from the author.
- n. Posting anonymous messages or unlawful information on the system.
- o. Engaging in sexual harassment or using objectionable language in public or private messages, i.e., racist, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- p. Falsifying permission, authorization, or identification documents.
- q. Obtain copies of or modify files, data, or passwords belonging to other users on the network.
- r. Knowingly placing a computer virus on a computer or network.

### 3. Acceptable Use General Guidelines

- a. Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals, and objectives of the Crescent Public School District.
- b. Students are responsible for their ethical and educational use of the computer on-line services at the Crescent Public School District.
- c. All policies and restrictions of the Crescent Public School's network and computer resources must be met.
- d. Access to the Crescent Public School's network is a privilege and not a right.
- e. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement and adhere to the Acceptable Use Guidelines in order to be granted access to Crescent Public School's network and computers.
- f. The use of any Crescent Public School District computer must be in support of education and research, and in support of the educational goals and objectives of the Crescent Public School District.
- g. When placing, removing, or restricting access to specific databases or other computer on-line services, school officials shall apply the same criteria of educational suitability used for other education resources.
- h. Transmission of any material, which is in violation of any federal or state law, is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- i. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with Board Policy.
- j. Any parent wishing to restrict their children's access to any computer or on-line services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

### 4. Network Etiquette

- a. Be polite.
- b. Use appropriate language.
- c. Do not reveal personal data (home address, phone number, and phone numbers of other people).
- d. Remember that the other users of Crescent Public School's network and computer resources are human beings whose culture, language, and humor have different points of reference from your own.

### 5. E-Mail

- a. E-mail should be used for educational or administrative purposes only.
- b. E-mail transmissions, stored data, transmitted data, or any other use of the Crescent Public School's network and computer resources by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- c. All e-mail and all contents are property of the District.

## 6. Consequences

- a. The student, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use.
- b. Noncompliance with the guidelines published here in the Student Acceptable Use Guidelines and in Board policy may result in suspension or termination of technology privileges and disciplinary actions.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.
- d. Violations of applicable state and federal law will result in criminal prosecution, as well as disciplinary actions by the District.
- e. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- f. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- g. The Oklahoma Open Records Act governs contents of e-mail and network communications; proper authorities will be given access to their content.

**STUDENT/PARENT USAGE AGREEMENT**

**Student Section**

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Grade

I have read the Student Acceptable Use Guidelines. I agree to follow the rules contained in this policy. If I violate the rules I will lose my access privilege to the Crescent Public School's network and computer resources and may face other disciplinary action.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent Section**

I have read the Student Acceptable Use Guidelines. I understand if my child violates the Acceptable Use Guidelines, his or her access privilege to Crescent Public School's network and computer resources will be revoked and he or she may be subject to disciplinary action.

I also grant permission for examples of my child's schoolwork to be published on the World Wide Web as an extension of classroom studies, provided that the home address, home phone number, or student's last name are not disclosed.

**Note:** Parents, who do not want their child to have Internet access and/or have their schoolwork published on the web, should submit this request in writing annually to their child's principal.

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent name (print)

# CRESCENT HIGH SCHOOL

## crescentok.com

### My Commitment to Proper Care and Use of My Laptop

- I will take good care of my laptop and know that I will be issued the same laptop each year—as long as I attend Crescent High School.
- I will never leave the laptop unattended.
- I will never loan out my laptop to other individuals.
- I will know where my laptop is at all times.
- I will charge my laptop's battery daily.
- I will keep food and beverages away from my laptop since they may cause damage to the computer.
- I will not disassemble any part of my laptop or attempt any repairs.
- I will protect my laptop by only carrying it while in the case provided.
- I will use my laptop computer in ways that are appropriate and educational.
- I will not write on, or place stickers, decorations, etc. on the District laptop, power cords, battery, or carrying case
- I understand that my laptop and carrying case are subject to inspection at anytime without notice.
- I will follow the policies outlined in the **Acceptable Use Policy** and on my **Student Parent Laptop Agreement** while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by **neglect** or **abuse**.
- I agree to pay for the replacement of my power cords, battery, or laptop carrying case in the event any of these items are lost, stolen, or damaged.
- I agree to return the District laptop and power cords in good working condition the last day of school or earlier if so specified by the administration.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

