



**CENTRAL PUBLIC SCHOOLS
2021-22**

STUDENT HANDBOOK

This handbook belongs to:

Name: _____

Grade: _____





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John Speir	- High School Principal
Beverly Cawhorn	- Elementary Principal

Central Public School
108089 S 4670 Road
Sallisaw, OK 74955-8587

School Phone: 1(918)775-5525

School Web Site: www.centralps.k12.ok.us



Dear Parent/Guardian:

The Administration and Faculty of Central Public Schools believe that it is very important that you and your child/children know the rules, regulations and policies contained in this handbook. A good understanding of this information will make for a more successful year for all involved.

Please take time to read this handbook and discuss its contents with your child/children. When you have finished reading this handbook, please enter your child's name and grade, print and sign your name, date and return this page to Central Schools.

Thank you,

John Speir
HS Principal

Beverly Cawhorn
ES Principal

Name of Student

Grade

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date



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Introduction

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the board of education, faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping students adjust to Central Schools.

The ultimate purpose of public education is to assist every student in becoming an effective and productive member of our society. The development and acceptance of the responsibilities and obligations associated with becoming a good citizen will be enhanced by the participation of students in the various activities available within the Central School District. The aim of these activities is to better prepare students to live a better life and finally take their place in a complex and ever changing society. Remember, each student's success in school is directly proportional to the interest and effort exhibited.

The handbook is written to provide both parents and students some of the basic rules and guidelines of the school district. Its intent is to assist students in becoming acclimated to Central Public Schools. Every attempt has been made to adopt rules that emphasize the values and standards of the community as well as being fair to all students. However, this handbook cannot address every situation and is far from all encompassing. Rules and guidelines will be adjusted to meet the needs of the student body.

Students and parents should read and become acquainted with the contents of this handbook, as there have been several changes since the last publication. The hope is that it will be of great assistance as we begin the new school year. If you have any questions, please see your principal, counselor, or teacher. We are always open to good suggestions for the improvement of our school.

We wish every student the best year ever!

Larry Henson, Superintendent

Beverly Cawhorn, Elementary Principal

John Speir, H.S. Principal

Daily Schedule

School Hours: 8:15 a.m. to 3:15 p.m.

The school day consists of seven scheduled periods.

<u>Elementary</u>	<u>7th – 12th Grades</u>
First Bell.....8:15	1 st Period.....8:20 - 9:10
3 & 4 yr old - School Ends.....3:00	2 nd Period.....9:15 - 10:05
KG-6 th Grade – School Ends...3:15	3 rd Period.....10:10 - 11:00
	4 th Period.....11:05 - 12:00
	11:35 - 12:30*
	1 st Lunch – 11:00-11:30 (10 th -12 th Grades)*
	2 nd Lunch – 12:00-12:30 (7 th -9 th Grades)
	5 th Period.....12:35 - 1:25
	6 th Period.....1:30 – 2:20
	7 th Period.....2:25 – 3:15

Early Arrival

Early arrival supervision is provided as a courtesy and is a privilege. Behavior issues/problems may result in forfeiture of this privilege.

School buildings will be accessible to students at 8:00 a.m. unless otherwise provided by notice. Students arriving on campus prior to 8:00 a.m. are to go directly to the cafeteria. The cafeteria will be open at 7:15 a.m. Upon reporting to the cafeteria, students are not to leave the cafeteria until they have been released by the staff member charged with their supervision.

Students in the 3 & 4-year-old programs should not arrive before 7:30 a.m. They should be taken to the lower elementary building upon arrival.

School Closure Information

If due to threatening weather or other unforeseen circumstances, for which school must be dismissed, the Superintendent will notify the following television stations: Channel 5; Channel 6; Channel 40/29.

Change of Records

Contact the school office for any change in address or phone number anytime throughout the year. This information is important for better communication regarding your child. Any legal document changes should be reported as soon as possible.

Custody

If there are any custody restrictions on a student, a copy of the legal authorization must be on file in the office.

School Visitations

All visitors must report to the principal's office upon arrival in order to obtain a visitors pass. The principal will determine whether the visit is justified. Classroom visitation by students from other schools will not be permitted.

Withdrawal

Any student who will be withdrawing from Central Public School must report to the principal's office with their parent/guardian to fill out all necessary paperwork. All textbooks and library books must be turned in and any debt must be cleared before the withdrawal will become official.

Moment of Silence Policy/Pledge of Allegiance

The Oklahoma Legislature has directed that the Board of Education of each school district shall ensure that the public schools within the district shall recite the Pledge of Allegiance to the United States flag, salute the Oklahoma flag once per week and observe approximately one minute of silence each day. This policy is adopted to comply with the directive. The principal of each school building within the school district is hereby directed to designate the appropriate time during the school day to meet these directives. The moment of silence shall be for the purpose of allowing each student, in the exercise of their individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Teachers shall neither encourage nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer or other silent activity. All teachers shall be made aware that it is the student's decision as to how to utilize the moment of silence, provided that the students choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Philosophy of Central Public Schools

Our philosophy is to recognize that the community is a rural population with a deep sense of heritage assembled before statehood and to offer instruction to acquaint new residents with the history of the community, to encourage involvement in the community and to assist families in establishing “roots” in our community.

In its desire to provide each student in the Central Public School District with educational programs and services to assist in fulfilling individual potential, the faculty, administration, parents and Board of Education states its mission:

“To develop responsible citizens within the school district population by providing opportunities for achieving educational excellence, enhancing self-esteem and acquiring a sense of community.”

In carrying out this mission, the goals of Central Public Schools are:

1. To recognize public education is an institution established by the people to perpetuate, improve, protect the planet Earth and keep the American way of life.
2. To recognize the public school is only one of the fundamental institutions in our society. The home, church, community and schools all play important roles in the education of children, youth and adults.
3. To provide a comprehensive education in basic skills, including (but not limited to) reading, expository and creative writing, mathematics, social studies and science.
4. To structure the academic program at all levels in order to provide experiences in fields of fine arts.
5. To provide extensive offerings in the areas of computer education, social studies and science enrichment, to offer courses in the core subject areas, and to provide vocational and occupational offerings which provide exploratory and career enrichment study.
6. To extend to each child the opportunity for fulfillment of individual potential by offering programs in the fields of gifted education, special education and remedial and tutorial work.
7. To prepare youth and adults psychologically for a well-balanced and happy social life, family life and for the creative use of their leisure time.
8. To constantly monitor the instructional program at all levels to meet the needs of an ever-changing society.

Student/Teacher/Parent Compact

Student Agreement:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly
- Come to class on time, prepared and ready to learn
- Respect teachers, parents and classmates
- Complete homework assignments
- Conform to rules of student conduct

Parent/Guardian Agreement:

I want my child to achieve. Therefore, I shall encourage him/her by doing the following:

- Attend parent/teacher conferences, Title I meetings and other meetings, as necessary
- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Establish a time for homework and review it regularly
- Provide a quiet, well-lighted place for study
- Stay aware of what my child is learning
- Read with my child and let my child see me read

Teacher Agreement:

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide homework assignments for students
- Provide necessary assistance to parents so that they can help with the homework
- Encourage students and parents by providing information about student progress
- Use special activities in the classroom to make learning enjoyable

Principal Agreement:

I support this form of parental involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communications between teacher, parent and student.
- Encourage teachers to regularly provide homework assignments that reinforce classroom instruction.

Attendance

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit shall not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

A maximum of nine (9) days a semester may be missed in any one class.

Reasons for absences include the following:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multi-county grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by the student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that work is made up.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications, or meeting with school personnel via teleconference, videoconference, email, text, or phone.
 - b. The student is on pace for on-time completion of the course as required by the school district.
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten (10) days per school year to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.
3. A student who has exceeded the nine (9) allowable absence per semester will no longer be eligible for activity absences.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. The student will receive no credit for assignments missed due to truancy and the student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late is counted absent for the period.
3. For the purpose of determining exemption from semester tests, 3 instances of tardiness in any one class period will be the equivalent of 1 unexcused absence.

Saturday School

Any student who exceeds the nine (9) day limit for absences may be given the opportunity to make up the lost time at Saturday School. Students may receive a maximum of 70 percent (70%) credit for make-up work. Failure to utilize the opportunity for Saturday School may result in a student receiving no credit for the classes in which absences were excessive.

Chronic Absenteeism

Chronic absentee means a student who is absent nine (9) days or more in a given semester exclusive of a significant medical condition. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parent/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

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

Cafeteria

Daily Rules

- All students will go to the cafeteria during their assigned lunch period.
- Students are to enter the cafeteria through the south doors.
- Students are not to leave the cafeteria until released by the supervising teacher.
- Fast food or drink items are not allowed in the cafeteria during school hours.
- All outside food or drink items must be in lunch pails/plain brown paper bags.
- Students are prohibited from removing food, drinks, or condiments from the cafeteria area.

<u>Cafeteria Prices</u>		
	<u>Breakfast</u>	<u>Lunch</u>
Full Price:	\$0.00	\$ 0.00
Reduced Price:	\$0.00	\$ 0.00
Adult:	\$2.20	\$ 3.95

**All students will eat free during the 2021-2022 school year.

Child Nutrition Meal Charge Policy

The School District offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

- The District discourages the charging of student lunches. Unpaid charges shall not exceed **\$30.00**.
- Notices of unpaid balances will be sent to the parents/guardians on a regular basis to avoid the lunch program carrying negative balances. All communications will be directly with the parent or guardian.
- If no response to unpaid lunch balances is received by the District from parents/guardians, and several attempts are made to collect the balances, students may not be able to charge again until the balance is paid. All excessive balances may be subject to referral to a collection agency.
- Employees of the District are expected to pay for their meals in a timely manner.
- Parents who could be eligible are encouraged to apply for Free and Reduced Lunch under the federal government guidelines. Applications are available at the schools and on the district website.
- Payment may be made in the elementary or high school offices, or by logging in to your child's Gradebook account. Here you can see the balance and make a payment using PayPal. (*See Grades Online Section of Handbook on how to obtain login information.*)
- All questions must be directed to the Cafeteria Manager.

Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a child in error, the child will be allowed to consume the food that was provided to the student in error. Staff members will be instructed to adhere to this policy. If a staff member fails to adhere to this policy, disciplinary action may be taken.

Grading

In accordance with the policy of the Board of Education the following grading system will be used for all subjects, including special education:

Grading Scale

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

S = Satisfactory
U = Unsatisfactory
N = Needs Improvement
I = Incomplete

A grade mark of (I) is an incomplete and will be changed when the course is completed. The time frame for completion will be set by the administration. In the event that the course is not completed by the date determined by the administration, the student will receive a failing grade for that course.

Grading System: 7th – 12th grade - Semester Grade - 80% Semester Test - 20%

Assignment Credit: Teachers will assign a minimum of two graded assignments per week. Assignments not submitted to the teacher by the assigned due date will not receive full credit for the assignments. Assignments received up to one (1) week late will have the grade reduced by 50%. Assignments not submitted within two (2) weeks of the due date will receive no credit. A comment will be placed in the gradebook signifying that the assignment was two (2) weeks past due.

Exemption Policy: 7th -12th grade students who fulfill the following attendance requirements and earn the following grade point average may be exempt from the semester tests:

<u>Grade Average</u>	<u>Maximum Allowable Absences</u>
A (90 -100)	3
B (80 - 89)	2
C (70 - 79)	1

In determining student exemption status, all absences and instances of tardiness will be counted except absences because of school-sponsored activities. Additionally, students must be enrolled in Central Public Schools on the first day of the semester and must not have been suspended during the current semester in order to qualify for exemption. An exempted student has the option to take the semester tests however; the grade mark earned on the test will be included in the overall grade average.

Make-up Work/Missed Assignments

A student that is absent from school will have one (1) day for every day absent to complete missed assignments. The one (1) day will start on the first day the student returns to school. It is the responsibility of the student to find and consult the teacher before or after class concerning make-up work.

Grades On-Line

Student grades, attendance and cafeteria balances are available to parents/guardians through the school district website. Parents/guardians are encouraged to follow the progress of their student(s) using this tool. Usernames and passwords granting access to the student information system are available in the respective school offices. Parents/Guardians must pick up the passwords in person.

Proficiency Based Testing

The proficiency-based test will be offered twice yearly in December and May. Students passing the proficiency-based test for a given subject will not be required to take that class for graduation if they so desire.

Curriculum Requirements for Graduation

Central Public Schools requires 24 credits for graduation from high school. The number of credits required for graduation was determined based on a seven period school day.

Should a person transfer to Central Schools from a school where 24 credits cannot be received, the high school principal shall review the transcript of the individual, the class schedules of Central High School, and the circumstances toward the transferee being able to graduate with his/her class. After review by the high school principal, a waiver of requirements for graduation may be granted. The student must be enrolled in seven classes every semester while attending Central Schools. Seniors must be enrolled both semesters of the senior year to graduate. Schedule changes will not be allowed after the first 3 days of the semester.

Students will not be permitted to take summer classes in order to graduate early. (Students may be permitted to take summer classes only for credit, with administrative approval, and then only to make up a class which the student has failed in a previous school year).

Students who receive an incomplete (I) in a class will have 5 weekdays to turn in adequately completed work for proper credit. Failure to meet timeline will result in a failing grade for class.

All students who graduate from Central High School will be required to have the following units of credit:

English (4 Units)

Grammar, Composition, Literature, or any English course approved for college admission.

Mathematics (3 Units)

Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission. (3 Units must be completed between the 9th and 12th grade years).

Science (3 Units)

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

History and Citizenship Skills (3 Units)

US History (1), Government (1/2), Oklahoma History (1/2), and an additional unit of History, Government, Geography, Economics, or non-Western Culture.

Foreign Language/Computer Technology (2 Units)

Approved for college admission.

Additional Coursework (1 Unit)

Any course from those listed above or career and technology education courses approved for college admission.

Fine Arts (1 Unit)

Electives (8 Units)

Total (24 Units)

All full year classes will receive 1 credit, all semester classes will receive ½ credit.

When students enroll, they will be given a list of requirements on a yearly basis. If they have failed a subject, it should be made up as quickly as possible. All high school students are encouraged to work closely with the Principal and/or Guidance Counselor before enrolling to ensure that the classes they have selected will enable them to graduate on time. No student may enroll in two basic English classes during the same school year at any time unless a basic English was failed and permission granted by the Counselor or Principal.

Senior Honors (Valedictorian, Salutatorian) will be based on a 4.0 GPA. Any student that enrolls in the district during their senior year will be eligible for Co-Valedictorian or Co-Salutatorian honors only.

Schedule Changes

No schedules will be changed after the first 3 (three) days of school except where extreme necessity can be shown. All changes must be approved by the principal or his designee and will require a signed permission slip or note from a parent or guardian before a schedule change will be made.

Dress Code

1. Hair and/or clothing styles that cause a substantial and material disruption to the educational process will be prohibited.
2. Articles of clothing that expose a bare midriff/back or that are made in such a way that the student's bare torso or undergarments are exposed shall not be worn.
3. Jeans that are cut, torn, or ripped above the knees will be prohibited, if deemed inappropriate by the principal. All jeans/pants will be worn at the waist.
4. Shorts/Skirts are permissible under the following criteria:
 - a. With the student standing erect and both arms at the side, the shorts/skirts may not be over five (5) inches above the knee cap in the front, back and side.
 - b. All shorts, must be hemmed (No cutoffs)
5. Yoga pants, leggings, jeggings, spandex and all other form fitting clothing may not be worn as a primary article of clothing unless the accompanying blouse/shirt/jacket/etc. is of a length that extends no more than five (5) inches above the knee on all sides.
6. Trench coats or any long jacket/coats will not be allowed.
7. All students are required to wear shoes. Clothing or accessories, including masks/face coverings, with writing or pictures which are profane, vulgar, repulsive, obscene, or which are suggestive or symbolic of drugs, alcohol, tobacco, sex, or anything illegal or immoral will not be permitted.
8. The administration reserves the right to adjust this policy to meet changing styles and student needs.

Sponsors of extra-curricular activities shall establish regulations governing student dress and appearance while participating in extra-curricular activities. These regulations shall be no less stringent than those required by the student body at large.

Closed Campus

No student will be permitted to leave campus during the confines of the school day without permission from the principal's office. In emergency situations, a parent or guardian must be reached before a student is allowed to leave school. Leaving campus without permission will be considered an act of truancy.

Note: Students may not be checked out of school prior to or during the lunch period. Students checked out of school during this time frame may not return to school that day without a note from a doctor.

Automobiles

Students attending Central Public Schools are allowed the privilege of driving and parking motor vehicles on the high school campus provided the student has a School Parking Request Form on file complete with the tag numbers of all vehicles the student may drive and possesses a valid driver's license and insurance verification form.

The student parking area will be in the parking lot along the fence west of the football practice field and on the west side of this lot along Central High Road. Students are prohibited from parking north of the southwest corner of the Media Building. Overflow student parking will be available at the football field parking lot.

Students found to be in violation of student parking regulations will be subject to disciplinary action. Continual violations will result in the loss of driving privileges.

Students are not to park vehicles in driveways, on private property, or on the sides of roadways. The vehicle is not to be used during the school day unless permission is granted by the high school principal on an individual basis.

Students are permitted to park on school premises as a matter of privilege, not as a right. School personnel will conduct routine patrols of student parking lots and inspections of student vehicles when on school property. The interior and exterior of a student vehicle may be searched when a school authority has reason to believe that illegal or unauthorized drugs, beverages containing alcohol, weapons, or other contraband is within or upon the vehicle. Such searches may be conducted without notice, without consent and without a search warrant.

Students are to immediately vacate the vehicle upon arrival on school grounds and proceed to their designated area on the high school campus. Students are not to return to the parking lot without permission from the high school office until going home. Furthermore, no one will be allowed in or around the vehicles without permission. Students leaving school prior to completion of the school day will not be allowed to take another student as a passenger unless the high school office has received permission from the parent/guardian of that student.

Students that drive to Indian Capital Technology Center or to CASC must receive approval from the high school principal.

NOTE: Because bus transportation is provided to all students for school attendance and all other activities are voluntary, Central Public Schools will not assume liability for any damages to vehicles parked on the school grounds.

Bus Rules and Guidelines

- Buses will leave the school five minutes after the dismissal bell (approximately 3:20 p.m.).
- Buses will start their routes at such time in the morning that they will arrive back at school at approximately 8:00 a.m.
- Absences occurring due to cancellation of a bus route will not be counted against the student.
- Tardiness due to the late arrival of a bus will not be counted against the student.
- Pupils are expected to conduct themselves in an orderly manner while on school buses. Furthermore, all students shall keep all parts of their bodies inside the bus at all times.
- School bus transportation is provided for all students who reside within the boundaries of the school district and who live a distance exceeding 1.5 miles from the school campus.
- Any violation of the school and/or bus rules and regulations governing transportation and the general conduct of the school's business may result in suspension/termination of bus riding privileges. Riding a school bus is a privilege; not a right.
- Students are to get off the bus only at their designated stop unless a call to the office is received prior to departure time. Otherwise, students must ride the bus. For changes in riding status, please notify the office no later than 2:30 p.m., unless it is an emergency change.
- Buses are near capacity level; please do not expect seating for guests that do not normally ride the bus home.

Leaving Class

No student will be allowed to leave the classroom during class time without a pass signed by his/her teacher or request from the office. Excuses taking the student away from the school building shall be approved by the principal.

Lockers

A locker will be provided for each student free of charge. If the locker is damaged or marred in any way prior to assignment, the student must notify the office or the administration immediately. The student who is assigned that locker must identify any subsequent damage or that student will be responsible for paying for the repair of that locker.

A combination lock will be issued to each student in grades 7th – 12th. Lockers should be locked except when being used by students. Students will be held responsible for the lock assigned to them. In the event the combination lock is lost, the student responsible for the lock will be charged replacement cost. Students should not give their combinations to any other student.

Lockers are school property and may be inspected by school officials at any time without notice to the students. Periodic locker checks will be made at random times during the school year. The school is not responsible for articles taken from lockers.

Internet and Computer Network Acceptable Use Policy

Central Public Schools is pleased to make available to students and staff access to interconnected computer Systems within the district and to the Internet, the world-wide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Intentional misuse of the network and Internet access provided to students of Central Schools will result in disciplinary action.

Students and parents may view the unabridged version of the Internet and Computer Network Acceptable Use Policy on the Central Schools website under the Parent Resources link. (www.centralps.k12.ok.us)

Electronic Devices (PK-6)

Students are allowed to have possession of a cell phone for safety purposes as they travel to and from school. While on school grounds, the cell phone must be turned off and put away (not on the student). The phone is not to be used during school hours. If emergencies arise during the school day, parents/guardians will be contacted by the elementary office. In the event that a student needs to contact a parent/guardian, they are to ask permission from the classroom teacher and use a school phone to make the call. Should parents/guardians need to contact students, a call should be placed to the school's main phone line at 918-775-5525, (Ext. 106) Main Office and (Ext. 112) School Nurse.

The use of personal electronic devices (MP3 players, iPods, radios, headphones, ear buds, etc.) during class time is prohibited unless the student has received permission from the classroom teacher. Improper use of electronic devices by students will result in disciplinary action.

Violations of this policy may result in the confiscation of the device. In the event that it becomes necessary for a device to be confiscated, a parent/guardian may have to pick the phone up from the office. Continued violations of this policy may result in losing phone-carrying privileges.

Electronic Devices/Cellular Phones (7-12)

The use of personal electronic devices (cell phones, MP3 players, iPods, radios, headphones, ear buds, etc.) during class time is prohibited. Improper use of electronic devices by students will result in disciplinary action.

Violations of this policy may result in the confiscation of the device. In the event that it becomes necessary for a device to be confiscated, a parent/guardian may have to pick the phone up from the office. Continued violations of this policy may result in losing phone-carrying privileges.

Telephones (School Office)

The school telephone is for business use only. Students must obtain administrative approval before using the office telephone. All other school phones, other than those in the main office, are not to be used by students.

Students will not be called out of class for telephone calls during class periods unless it is determined by the administration to be an emergency. Pupils found to be using the school telephone, without administrative approval, will be subject to immediate disciplinary action.

Students are to receive permission from the office before using their cell phones to contact anyone during school hours.

Books (Textbooks & Library Books)

Textbooks are purchased and furnished to the school by the State of Oklahoma and are the property of the school district. The books are very expensive and students should take pride in the care and maintenance of all books. Students should not write or mark in them in any way other than as instructed by their teacher. Students will be required to pay for any lost or damaged textbook or library books that are checked out to them. The cost will be the cost of replacement. Fines will be assessed for library books that are not returned by the due date.

Media Center

A librarian will be in charge of the media center. The library rules and regulations are posted by the librarian and must be followed. Continued infraction of these rules is sufficient cause for restriction of library privileges and other disciplinary action, including out of school suspension.

All books on the reading list may be checked out for two weeks. These may be rechecked for an additional 2 weeks upon presenting the book to the librarian. The book must be presented to the librarian before it will be rechecked.

A fine of 5 cents per day will be charged on an overdue book. Lost or damaged books must be paid for by the students. Mutilation of books and magazines will result in fines and assessments sufficient to replace the damaged material.

Extra - Curricular Activities

The school sponsors numerous extra-curricular activities, including athletics. As a member of the Oklahoma Secondary School Activities Association (OSSAA) the school abides by the rules and regulations of that organization. In addition, the Board of Education has determined additional and/or more stringent rules and regulations concerning the participation of students in these programs.

1. Any student who reaches his or her 19 birthday before September 1st will not be eligible to participate in interscholastic sports and other extra-curricular activities governed by the Oklahoma Secondary Schools Activity Association.
2. A student who has not attended classes 90 percent of the time for the school semester is ineligible to represent Central Schools in any extra-curricular activity.
3. A participant must have maintained a passing grade in every subject up to the end of the week preceding that in which the activity occurs. There will be a weekly eligibility report on each (affected) student. Students with a failing grade will be placed on a one-week probation. If at the end of the probation week the grade has not been raised to passing the student will be declared ineligible until such time as a passing grade is earned. A student on probation for one class who fails another class will not receive probation for the second class but will be declared ineligible until all class work is raised to passing. The failing list starts on Monday and ends on the following Sunday. Once a student is on the failing list they are there for the whole week. A student may not be taken off the list during the week.
4. No student will be made eligible by taking special tests or recitations.
5. A student who is currently suspended or appealing a suspension will be ineligible until reinstated by the principal.
6. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will be ineligible until reinstated by the principal. A detailed written report of the incident and the action taken will be filed with the Executive Secretary of the Activities Association for the review by the Board of Directors.
7. No student shall be eligible to represent Central Public Schools in athletics until a report of physical examination, insurance verification and a parent consent form is on file with the principal.
8. No student shall be eligible to represent Central Public Schools in an activity or athletic event if he/she is too ill to attend school the day of the activity or event. Students must attend all seven periods on the day of the activity or event subject to the principal's exception. If the activity or event is during the day, the student must have attended all seven periods the day before.
9. Absolutely no hazing or harassment of other students will be allowed. Students will lose the privilege of participation in the extra-curricular activity if this rule is violated.
10. All students involved in extra-curricular activities that are governed by the OSSAA will be required to take a drug test prior to participation in that activity and will be subject to random drug testing during the school year.

11. All students participating in any activity away from Central must ride the bus to the activity and must return by bus unless riding home with a parent or legal guardian. In order to ride home with a parent or legal guardian, the parent or legal guardian must personally secure this permission from the sponsor of the activity. Students at away events will not be allowed to leave the building or grounds without permission of the sponsor and then only in an emergency, and are not allowed to enter the bus without the presence of either the bus driver or sponsor.

Class Organizations (7th – 12th Grades)

The principal shall designate a time and place for the purpose of class organizational meetings. All candidates for class officers must have accumulated at least a “B” average during the previous semester and must have attended Central Schools during the previous semester to be considered a candidate for office. Each class will elect a president, vice-president, secretary, treasurer and reporter.

Student Council (9th-12th)

The purpose of the student council is to promote good citizenship within the school. The student council shall consist of elected officers, and all other members-at-large whom the above members think deserving of council membership. All students wishing to seek council membership shall file such intention with the student council sponsor. All members at large shall be elected the year preceding their term of office, which shall be one year. All members must maintain a 2.5 grade point average during his term of service and must have maintained this average during the semester previous to his election. This semester must have been spent in the Central High School. If a member does not maintain the specified average for one nine-week period during his term, he shall be removed from office.

School Functions

Students that attend school functions, whether at night or during school hours, are under the direct supervision of Central School employees.

Students leaving before the conclusion of a home event will not be allowed to re-enter without permission from the principal or the teacher on duty at the gate. Students will not be allowed to loiter outside the building or outside the fenced football area while these events are in progress. Furthermore, those leaving without sufficient reason will be required to pay to re-enter. Students are to sit in the stands during all athletic contests.

Students are not allowed to stay after school for home games that begin later than 4:30 p.m. unless prior arrangements have been made with the coach. The school will not be responsible for students left unattended after school hours.

School Assemblies and Activities

Students are to be attentive, enjoy the program and express their appreciation at the proper times. Disruption of a school assembly is prohibited and may result in suspension out of school. Attendance will be restricted if students have disrupted a previous assembly, and/or they are on the ineligible list. Assemblies are for all students and should be respected by all students.

Student Insurance

Central Public Schools strives to provide the safest environment possible for our students. Accident insurance is not provided by the school. We encourage all parent(s)/guardians(s) to insure their student(s) so they have adequate insurance coverage. Any parent/guardian who wishes to purchase accident insurance may obtain information about independent insurance agencies in the high school office.

Disciplinary Procedures

Oklahoma law vests teachers and administrators with the same rights as parents with regard to the control and discipline of children during the time a child is in attendance or in transit to or from school or in attendance at any other function authorized by the school district.

The classroom teacher can successfully manage many student behaviors in a positive redirecting manner. Inappropriate behaviors should not be allowed to disrupt classroom procedures or interfere with the learning environment in any educational setting.

The use of corporal punishment is permitted under Central Public School Policy. In the event that the use of corporal punishment is deemed appropriate for an infraction, the student will have the option of an alternative form of punishment. The alternate forms of punishment may include, but are not limited to, after-school detention, in-school suspension (ISS), Saturday School, or out-of-school suspension.

Bullying Prevention Policy Act

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communications is prohibited 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.

As used in the School Safety and Bullying Prevention Act, “bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical result for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or education of any student. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to the following:

- Verbal, physical or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one’s grades, achievements, etc.
- Demeaning jokes, stories, or activities directed at the student
- Unwelcome physical contact

In considering corrective actions, the Central Board of Education will rely on the judgement and discretion of the administrator to determine the appropriate corrective action.

Suspension (Out-of-School)

Suspension is the denial of the right of a student to attend class or school-sponsored activities for a specific period of time.

Any behavior which interferes with the maintenance of a good learning environment and/or which substantially infringes on the rights of others is unacceptable and may be grounds for suspension.

In addition, conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Depending on the seriousness of the violation committed, the student and/or parent or guardian may have the option of corporal punishment, before or after school detention, or Saturday school in lieu of out-of-school suspension. The principal will determine if these options are available using factors such as attitude, disciplinary records and seriousness of offense. If suspension out-of-school is determined to be warranted, the suspension may be 1 (one) day in length, up to the current semester plus an additional semester, or for offenses involving firearms and dangerous weapons, for one calendar year.

Pre-Suspension Conference

When a student violates a board policy, a school rule or regulation, or has been adjudicated as a delinquent for an offense that is not a violent offense, the principal or assistant principal shall conduct an informal conference with the student. At the conference, the student shall: (A) be advised of this policy, rule or regulation which he is charged with having violated; (B) be advised of the conduct of the student which is viewed as the violation of the policy rule or regulation; (C) be given an opportunity to respond for the purpose of explaining or discussing his/her conduct.

Following this opportunity, the principal shall determine whether or not a suspension out-of-school is appropriate and shall advise the student as to whether he/she is suspended and, if so, the duration of the suspension. If out-of-school suspension is to take place, the principal or assistant principal shall then notify the parent by phone if possible, or in writing that the student is being suspended out-of-school, the reason and duration of the suspension.

In rare instances, it may be necessary for a student to be immediately removed from the school environment prior to holding the pre-suspension conference set out above. This shall occur only when there is a danger to the health and safety of the students, school employees or school property, or there is a danger of a continued substantial disruption of the educational process.

In such cases, a suspension conference with the parent/s will be held after the student has been removed from the building. All suspensions out-of-school will have a definite starting and ending date.

Make up school work due to out-of-school suspension for 9 days or less will be allowed for full credit earned. Students who are suspended for 10 days or more will have educational services provided through alternative methods (alternative school) and receive credit for all curriculum classes in which sufficient and proper work has been completed. Students serving suspensions out-of-school and those waiting on an appeal are not to be allowed to participate in, attend, or represent Central Schools in any extra-curricular activities. Students suspended will not be allowed on Central School Property.

Right of Appeal

Oklahoma law provides that a parent may appeal an out-of-school suspension decision. The appeal process is described in detail in the school district's policy on student behavior. Any student or parent may obtain a copy of the policy by asking the principal.

Once an appeal has been filed by a parent and pending the conclusion of the appeal process, the students may have the right to attend school under such "in-house" restrictions as the principal deems appropriate. The student may be prohibited from attending school, pending the appeal, if in the judgment of the principal, the conduct for which the student was suspended would be dangerous to other students, school employees or school property, or the conduct for which the student was suspended indicates that the continued presence of the student at the school would interfere with the educational process of the other students in the school. During the appeal process, students will not be allowed to participate in extra-curricular activities. The length of the out-of-school suspension may be extended (increased) on appeal.

Firearms at School

Any student who brings a firearm to school, or is in possession of a firearm while at school, shall be expelled for a minimum period of one (1) year.

School is defined as buildings, grounds, buses, school-sponsored activities and any other property owned by Central Schools. (See Firearms at School Policy in the administration office)

Search and Seizure

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school (Search and Seizure and Drug policy are on file in the administration office.)

Sexual Harassment

All students and employees are strictly prohibited from engaging in any form of sexual harassment. Any student who is or has been subjected to sexual harassment, or knows of any student who is or has been subjected to sexual harassment, is encouraged to report all such incidents to his or her building principal, counselor or teacher. All sexual harassment complaints will be investigated

Tobacco Free / Smoke Free Environment

Central Public Schools is a 24/7 Tobacco Free / Smoke Free Environment.

Smoking, distribution, and the use or possession of tobacco, tobacco products, or simulated tobacco products or paraphernalia used with tobacco, tobacco products, or simulated tobacco products is prohibited on Central Public Schools property, in school vehicles, or at or going to or from any school-sponsored or authorized function.

Products prohibited from use on Central Public Schools campus include, but are not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both. These products also include, but are not limited to cloves, bidis, kreteks, and any form of vapor liquid or vaping device with / without nicotine.

Persons found using, distributing, or in possession of any of the products listed above will be subject to disciplinary action.

Miscellaneous

Students will refrain from loud talking, boisterousness or other disruptive behavior while passing in the halls. Running in the halls is viewed as dangerous to the safety of other students and school personnel and is strictly prohibited. Students will enter and exit only through those doors designated for such purposes. Students are required to bring all necessary materials needed to perform their class work, or they will be subject to disciplinary actions.

Students will stay on school grounds during the school day. Students must leave certain items at home such as skateboards, water guns, sporting equipment, or other items as designated by the administration. Fidget spinners are subject to the approval of each individual classroom teacher.

Acquired Immune Deficiency Syndrome (AIDS) Instruction

Each school year Central High School will instruct 10th grade students concerning the disease known as AIDS. This instructional method will be available for parental review at least one month prior to student instruction. The local newspaper will carry a news release advising parents of the date and time of this parental viewing. Parents or legal guardians have the option to not allow their student/s to participate if they so desire. A signed document will be required.

Head Lice

Any child with head lice may be prohibited from attending school and that child cannot re-enter school without certification from an authorized representative of the State Department of Health, or a health professional. Periodic checks for head lice are made throughout the school year. The parents of students found to be infested will be notified and the child must be removed from school.

Medication

The proper forms should be filled out and on file in the nurse's office for dispensing of medication during school hours. All student medication shall be kept in the office of the school nurse and/or the office of the principal and picked up when needed. All inhalers shall be kept in the nurse's office unless otherwise authorized by the principal.

PUBLIC NOTICES

Family Educational Right and Privacy Act (FERPA)

Notification of rights under FERPA. The family educational rights and privacy act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights and respect to the student’s records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exemption, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent of student participating in a school service program or serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest in the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district in which a student seeks the requirements of FERPA.

The names and address of the office that administers FERPA are:
Family Policy Compliance Office, U.S. Department of Education
600 Independence Avenue SW, Washington, D.C. 20202-4605

Grievance Procedure

The school district has adopted Grievance Procedures for filing, processing, and resolving alleged discrimination complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or superintendent. Contact the superintendent or the high school principal with questions or concerns about discrimination or to initiate a complaint.

Federal Programs Complaint Procedures

(a)Purpose: Federal Programs regulations (34CFR Part 299, Subpart F S299.10-12) pertaining to programs under the reauthorized *Elementary and Secondary Education Act (ESEA)* require the State Education Agency (SEA) to adopt written procedures, consistent with State law for:

1. Receiving and resolving any complaint from an organization or individual that the SEA or an agency or consortium of agencies is violating a Federal statute or regulations that apply to a covered program listed in subsection (b) of this section.
2. Reviewing an appeal from a decision of an agency or consortium of agencies with respect to a complaint; and
3. Conducting an independent on-site investigation of a complaint if the SEA determines that an on-site investigation is necessary.

(b)Covered Programs: Programs covered by this section are the following:

1. Part A of Title I (Improving Basic Programs Operated by LEAs)
2. Subpart I of Part B of Title I (Reading First)
3. Subpart 3 of Part B of Title I (Even Start Family Literacy Programs)
4. Part C of Title I (Migrant Education)
5. Part D of Title I (Neglected and Delinquent)
6. Part F of Title I (Comprehensive School Reform)
7. Part A of Title II (Teacher and Principal Training and Recruiting fund)
8. Part B of Title II (Math and Science Partnerships)
9. Part D of Title II (Enhancing Education Through Technology)
10. Part A of Title III (English Language Acquisition, Language Enhancement and Academic Achievement)
11. Part A of Title IV (Safe and Drug Free Schools and Communities)
12. Part B of Title IV (21st Century Community Learning Centers)
13. Part A of Title V (Innovative Programs)
14. Subpart I of Part B of Title VI (Small, Rural School Achievement Program)
15. Subpart 2 of Part B of Title VI (Rural and Low-Income School Program)

(c)Complaint Procedures at the Local Education Agency (LEA) Level:

1. All complaints concerning an LEA should be filed with the appropriate LEA or with the General Counsel of the State Department of Education. Within thirty (30) days of receipt of a complaint, the applicant agency shall conduct an investigation of the allegation and resolve the complaint. Subsequent to the investigation and resolution, a written decision shall be filed with the General Counsel of the State Department of Education and the complainant.
2. A complaint may be filed by parents, teachers, or other concerned individuals or by an organization in relationship to the program. An LEA is required to review all complaints made concerning a covered program if:
 - (A) the complaint is in written form and alleges that Federal program requirements have been violated;
 - (B) the complaint is signed;
 - (C) the complaint includes the facts on which the statement is based and the specific program requirement alleged to have been violated; and
 - (D) the complaint includes information supporting the allegation along with the allegation.

Title IX / Non-Discrimination / Discrimination Complaints

Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in Education programs and activities. The school District has adopted grievance procedures for filing, processing and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, national origin, gender, age, disability and veteran status.

Central Public School provides equal opportunities without regard to race, color, national origin, religion, gender, veteran status, or disability in all aspects of its operations. The opportunities include but are not limited to admissions, educational services, financial aid and employment. It is our intent to follow all state and federal laws regarding nondiscrimination.

Any student or parent who believes he or she has been discriminated against based upon one of these protected categories is encouraged to file a discrimination complaint. Contact Beverly Cawhorn at (918)775-5525 to obtain a copy of the grievance procedures or for further information concerning the grievance process. Grievances will be promptly investigated by appropriate representatives of the school district in compliance with the school district's grievance procedure.

Search and Find

The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act requires Central Public Schools to provide a free appropriate public education to all children with disabilities residing within its boundaries.

In full agreement with these concepts, Central Public Schools offers a variety of services for these students. We have special education programs designed for children with disabilities and related services.

If you live in Central School District and have a child who might be entitled to services under one or both of these statutes, please contact Shelly Blackburn, Director of Special Programs at 918-775-5525, for further information.

Asbestos Statement

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519 and EPA regulations, Central Public School has completed a three (3) year re-inspection of our buildings that contained asbestos building materials.

During previous inspections of the Central Schools, non-friable asbestos was found in the high school and the elementary school. All has been removed except a small amount of floor tile, which poses no health problems to students or staff.

The management plan and the results of re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

Parents Right-To-Know

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

- a) Information regarding the professional qualifications of your student’s classroom teachers. The information regarding the professional qualifications of your student’s classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teachers baccalaureate degree major, graduate certifications, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications

[ESSA, Section 1112(e)(1)(A)(i)-(ii)]

- b) Information regarding any state or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
[ESSA, Section 1112(e)(2)(A)]
- c) upon request, parents of an English learner may:
- have the child immediately removed from an English Learner (EL) program; *[ESSA 1112(e)(3)(A)(viii)(i)]*
 - decline the child’s enrollment in an EL program, or choose another program or method of instruction, if available; *[ESSA, Section 1112(e)(3)(A)(viii)(ii)]*
 - receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. *[ESSA 1112(e)(3)(A)(viii)(iii)]*
- d) notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.
[ESSA, Section 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact your building principal.

Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

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

A “course” shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates John Speir, High School Principal, as the employee responsible for receiving complaints. Complaints may be provided via telephone at 1(918)775-5525 and via email to jspeir@centralps.k12.ok.us. This contact information shall also be accessible on the school district’s website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within ninety (90) days of receipt of a claim. Within thirty (30) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

