

LINCOLN ELEMENTARY SCHOOL



STUDENT HANDBOOK 2023-2024

103 Dakota
Chickasha, OK 73018
Website: www.chickasha.k12.ok.us

Phone: 405.222.6520 Fax: 405.222.6580

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Keeping It Real-Respect,
Expectations, Attitude, Learning



Office Hours: Monday-Friday 8:00 A.M.- 4:30 P.M. 900 W. Choctaw Phone: 405.222.6500
Chickasha, OK 73018 Fax: 405.222.6590

District Website: www.chickasha.k12.ok.us

ADMINISTRATION

Rick Croslin	Superintendent
Jennifer Stegman	Assistant Superintendent/CFO
Pam Ladyman	Executive Director of Personnel & Student Services
Tammy Swinburne	Special Services Coordinator
Jerry Don Bray	Director of Student Activities
Dan Turner	Director of Maintenance and Transportation
Milton Bowens	Curriculum Coordinator
Joe Molder	Director of Technology

BOARD OF EDUCATION

Zack McGill Member, Seat 3
Robyn Morse President, Seat 4
Laurie Allen Vice President, Seat 2
Cara Gerdes 2nd Vice President Member, Seat 1
Dr. Christy Clift Member, Seat 5

The Board of Education meetings are held on the second Monday of every month in the boardroom of the Administration Office at 6:00 P.M.

The Chickasha Public School is an equal opportunity employer and will abide by all pertinent State and Federal laws, and all applicable EEOC regulations. Further, no person employed by or served by the Chickasha Public Schools shall be discriminated against based on the grounds of race, color, religion, sex, national origin, qualified disability or veteran. Inquiries regarding the application of this policy may be referred to Jennifer Stegman, Chickasha Public Schools, 900 W. Choctaw, Chickasha, OK, 73018. The telephone is 405-222-6500.

CHICKASHA PUBLIC SCHOOLS' MISSION STATEMENT

The mission of Chickasha Public Schools is to create a positive learning environment that establishes higher expectations with all students so they can become productive, contributing citizens.

Lincoln Elementary School Mission Statement

The mission of Lincoln Elementary is to create for all students and educational experience that prepares them for college and career readiness at the elementary level.

LINCOLN CREED

I AM A LINCOLN LION
I AM UNIQUE AND SPECIAL
TODAY I WILL DO MY BEST
I AM RESPONSIBLE FOR MY OWN BEHAVIOR
I CAN LEARN
I AM LOVED
I WILL SUCCEED
I AM PROUD TO BE ME
I AM A LINCOLN LION
HEAR ME ROAR!!

Lincoln Start Time-8:35 AM

Dismissal Time-3:20 PM

LINCOLN ELEMENTARY SCHOOL EVENTS

2023-2024

First Day of Classes	August 10, 2023
Labor Day/No School	September 4, 2023
Parent/Teacher Conferences/No School	September 22, 2023
Professional Development Day	September 25, 2023
End of First Nine Weeks	October 11, 2023
Fall Break/No School	October 12-13, 2023
Thanksgiving Break/No School	November 20-24, 2023
End of Second Nine Weeks	December 15, 2023
Snow Days	December 18-19, 2023
Winter Break/No School	December 20, 2023 -January 1, 2024
Teacher Professional Day/No School	January 2, 2024
Classes Resume	January 3, 2024
Martin Luther King Day/No School	January 15, 2024
Parent/Teacher Conferences/No School	February 16, 2024
Snow Day	February 15, 2024
Teacher Professional Day/No School	February 19, 2024
End of Third Nine Weeks	March 7, 2024
Snow Day	March 8, 2024
Spring Break/No School	March 18-22, 2024
Good Friday/No School	March 29, 2024
Snow Day	April 1, 2024
End of Fourth Nine Weeks/Last Day	May 16, 2024
Snow Day	May 17, 2024
CHS Graduation	May 17, 2024

GENERAL SCHOOL INFORMATION

ADMINISTRATION RESERVES THE RIGHT TO MODIFY POLICIES AND PROCEDURES IN THE BEST INTEREST OF STUDENTS AND STAFF.

ACTIVITIES

One of the goals of Lincoln Elementary School is to provide every student the opportunity to participate in school related activities. We encourage each student to become active in the opportunities at Lincoln Elementary School. The Oklahoma Secondary Schools Activity Association governs all of our competitive activities. See eligibility section for specific eligibility rules.

ASSEMBLIES

Assemblies at Lincoln Elementary are considered to be privileges. Throughout the year, special assemblies will be arranged with guests for enrichment activities. Students are expected to act respectful of any guest to the Lincoln campus.

ATHLETICS

It is strongly believed by the teachers and coaches at Lincoln Elementary School that interscholastic athletics are important for the development of a well-rounded student. Athletics help the player to achieve a higher standard of mental, moral, social, and physical fitness. The athletic program strives to contribute to the optimum development of participants as individuals through offering a variety of sports activities and expecting these young athletes to maintain excellent scholastic grades in all of their academic classes.

ATTENDANCE POLICY

The Chickasha Public Schools Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive a credit/grade for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case-by-case basis.

Neglect or Refusal to Compel Child to Attend School

It shall be unlawful for a parent, guardian or other person having custody of a child who is over the age of five and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private or other school.

[Board Policy EC Attendance](#)

Absences:

There are three (3) kinds of absences: **Excused, Unexcused, and School Activity.** An administrator will determine the kind of absence.

1. **Excused Absences** from school will be allowed for the following reasons, providing a phone call to the **Attendance Office** from the parent or guardian is made **on the day of the absence:**
 - Illness
 - Doctor or dentist appointment
 - Funerals

- Emergencies (Family)
- Recognized religious holidays
- Statements or appointment cards from doctor or dentist must be presented to the Attendance Office.

2. **Unexcused Absences/Unverified** are given if no phone call to the Attendance Office is made. If no phone call is received by, at most, two days after an absence, the absence will remain unexcused/unverified. **It is the responsibility of the parent or guardian to call in on time.**

Absence Notification:

1. 1st letter-warning to parents, signed by secretary, sent to parent/guardian. Copy placed in student's file.
2. 2nd letter-four (4) absences in a four (4)-week period or ten (10) absences in a semester. Signed by principal, sent to Central Office. Copy of all sent to parent/guardian and placed in the student's file. Further action may be taken if excessive absences continue.

BICYCLES

Bicycles are to be parked in the designated areas and chained to the rack. The school is not responsible for damage or theft of the bicycle or its parts while parked in the designated areas.

CAFETERIA

The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

Each parent will be given an application for free and reduced lunches upon enrollment of their child. We are required to provide each parent this opportunity. A new application must be submitted at the beginning of each school year.

Breakfast: Breakfast will be served each morning in the cafeteria. Students will not be permitted in the main building during breakfast unless under the supervision of a staff member.

Students may bring their lunches or they can choose from a regular lunch. Students are required to remain in the designated areas during lunch. All Chickasha Public School students, PK-8 eat both breakfast and lunch for free.

CHECKING IN AND OUT OF SCHOOL/ATTENDANCE

Students arriving after the first hour begins must report to the attendance office to obtain an ADMIT TO CLASS slip. The ADMIT TO CLASS slip is not necessarily an excused tardy. If your student will not be in attendance, please contact the school on the day of the absence. If your child needs to check out of school, please come to the office with identification to sign out your child.

CHEMICAL ABUSE POLICY

The use and unlawful possession of illicit drugs and/or alcohol is wrong and harmful. Disciplinary procedures will be strictly adhered to and mandatory for ALL students.

CHILD FIND NOTICE

Under the Individuals with Disabilities Education Act and other federal laws, public school districts must make a free appropriate education available to eligible children with disabilities, ages 3 through 21. The types of disabilities covered include autism, deaf-blindness, developmental delays, emotional disturbance, hearing impairment including intellectual disabilities, multiple disabilities, orthopedic impairments, traumatic brain injury, and visual impairment including blindness. Chickasha Public Schools is trying to find students ages 3 through 21 who may have disabilities and who are not currently receiving services. If you would like further information or know of a child who may have a disability who is living in the Chickasha Public Schools District, please contact Tammy Swinburne at 405-222-6500.

CONDUCT OFF-SCHOOL PREMISES

Students involved in off-campus attacks on school officials, their families, animals, or property, will result in disciplinary action at school. School authorities have the power to discipline pupils for out-of-school conduct having a direct and immediate effect on the discipline, welfare, and effectiveness of the school- including but not limited to: *texting/social media, notes, or any other form of contact*. At a school function or during school hours school officials have the authority to discipline students for off-campus misconduct involving weapons, alcohol, or drugs. A conference can be held with the site school counselor, an administrator, parent/guardian, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling will be implemented.

CONFERENCES

Conferences will be scheduled with teacher(s). In order to maintain open communication, parents are encouraged to attend with their student(s). Conference dates are determined by the district.

CRITICAL RACE THEORY

District does not discriminate on the basis of race or sex and shall comply with 70 O.S. §24-157 and Oklahoma Administrative Code 210: 10-1-23 in the enactment of this policy. In addition, the provisions provided for herein shall not prohibit the teaching of concepts that align to the Oklahoma Academic Standards.

No teacher, administrator, or other employee of the District shall require or make part of a course the following concepts:

- A. One race or sex is inherently superior to another race or sex,
- B. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- C. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- D. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- E. An individual's moral character is necessarily determined by his or her race or sex,
- F. 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,

G. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
H. Meritocracy or traits such as hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Students, parents, teachers, school staff, and members of the public may file a complaint alleging a violation of 70 O.S. §24-157 or 210: 10-1-23.

District designates Jennifer Stegman to receive reports of violations of this policy. District will ensure that the employee is unbiased and free of any conflicts of interest. Jennifer Stegman may be reached via email at jstegman@chickasha.k12.ok.us or via telephone at (405)222-6500.

[Board Policy BR Critical Race Theory](#)

[Board Policy BR-F1 Prohibition of Discrimination Complaint Form](#)

DRESS CODE/STUDENT APPEARANCE

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.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach (i.e.: cheerleader outfits, pom team and band uniforms, team shirts).

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

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

*Undergarments are not to be visible.

*Due to safety concerns, hoods on outwear/hoodies cannot be worn.

*Vulgar speech and alcohol/drugs are not protected speech.

[Board Policy EH Student Dress Code](#)

ELECTRONIC DEVICES

The school will not be responsible for searching for or replacing electronic devices that are brought to school. If brought, they will be confiscated and may be picked up in the office by the parent/guardian. If the problem reoccurs, the item will be confiscated and will need to be picked up by the parent/guardian at the end of the semester. The student also may be given disciplinary action..

ELIGIBILITY

It is the policy of the Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. (FM) Other than regular meetings and practices, a student must meet the guidelines prescribed by "Student Eligibility during a term" and "term grades".

Student Eligibility During a Term:

Scholastic eligibility for students will be checked at the end of the third week of each semester and each week thereafter. This grade is cumulative based on grades for the entire semester. A student must be passing in all subjects he/she is enrolled in during a term. If the student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. During probation, the student is eligible to participate. If a student is not passing all subjects at the end of this probationary period, he/she is ineligible to participate until passing all subjects. When a student is passing all subjects, he/she will become eligible at the beginning of the following eligibility week. The ineligibility period will begin on a Monday and end on a Sunday. Eligibility reports will be prepared Friday afternoon. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than Wednesday. Any work turned in after that designated time would not be counted for eligibility for the following week. The coach or sponsor will notify a student who is on probation or is ineligible. A sponsor, a director of an activity, or a coach of a sport will not be permitted to question any teacher about an ineligible or probationary student. It is the student's responsibility to confer with his/her teacher if there is a question about eligibility status. If the questions cannot be resolved, the matter may be referred to the principal, athletic director, or principal's designee.

EMERGENCY DRILLS

In order to be prepared for an emergency, administrators will conduct fire, tornado, lockdown, and intruder drills. As a safety precaution, emergency procedures will not begin until announced by a faculty member. Whenever an emergency procedure is conducted, students should conduct themselves in a safe and appropriate manner.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records that are maintained by the local school district. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the student's school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FOOD OR DRINK

Students may not have food or drinks in the classrooms. Students may have clear bottles with water ONLY in classrooms.

FUNDRAISING CAMPAIGNS

The faculty sponsor, the principal, and the Board of Education must approve any methods or occasions of raising money by a student group. All club monies must be turned in to the financial secretary in the front office daily. Cash must not be left on the school premises overnight. Persons who collect monies will be responsible for the replacement of any monies unaccounted for, misplaced, lost or stolen. Parents and other support organizations are encouraged to have fundraisers other than door-to-door sales involving students as salespersons.

GRADE RETENTION OR COURSE FAILURE

Whenever a teacher or teachers recommend that a student be retained in a grade or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision to the Board of Education. The Board of Education shall hear grade retention/course failure appeals only following a required parent/teacher/counselor and/or administrator conference. The decision of the Board shall be final.

[Board Policy ED Grading, Promotion, Retention, Graduation](#)

GRADING SYSTEM

At the end of the fifth week of each nine-week period, parents/guardians will receive a progress report and at the end of each nine-week period, each student will receive a report card. The letter grade will indicate the progress of the student in each class. See the grading scale below.

A	Superior quality of work (90-100)
B	Good quality of work (80-89)
C	Satisfactory quality or progress in terms of ability (70-79)
D	Below quality of work expected (60-69)
F	Unsatisfactory work (below 60)

Teachers will also contact parents by mail, phone or email when the student is having difficulty of any kind, which interferes with the educational process.

If a student does not pass 3 of 4 core classes for the year, he or she may be recommended for retention. Whenever a teacher or teachers recommend that a student be retained in a grade, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision to the Board of Education. The Board of Education shall hear grade retention appeals only following a required parent/teacher conference, and the decision of the Board shall be final.

GRIEVANCE PROCEDURE

The Chickasha School District recognizes that students and parents/guardians have a fundamental right to discuss grievances that they might have with the district. However, it is also recognized that there must be an orderly procedure for carrying out the grievances. The following steps constitute the procedure for students and parents/guardians:

1. If the grievance is directed toward a teacher, the parent should make an appointment to visit the teacher.
2. After this initial meeting, if the grievance is not settled, the parent should discuss the problem with the principal.
3. If the issue is not resolved, an appointment should be made with the superintendent or his/her designee.
4. After exhausting all of these available channels, the parents/guardians may appeal to the Board of Education. The Board's action shall be the final determination of the grievance.

GUIDANCE SERVICES

Please notify our counselor if a student is in need of special guidance services. They can be reached at 405-222-6520. You are encouraged to request any grade checks directly through your student's classroom teacher via email or through the student information system parent portal.

HEALTH SERVICES

If a student is ill, he/she is to report to the main office. If a student is under a physician's care and medication is prescribed during the school day, a note from the parent, along with the medication in the original prescription container, must be presented to the secretary in the main office.

Philosophy of the Health Services Department

The primary objective of school health services, as provided by the professional school nurse, is to strengthen the educational process of students by assisting them to improve or adapt to their health status. To accomplish that end, we believe:

1. Healthy students make better learners; therefore, attaining optimum health for each student is desirable and promotes the learning process.
2. Modification of the general curriculum should be made to meet the needs of the physically, emotionally, and culturally and intellectually handicapped student.
3. A health program, which is current, factual, and applicable to today's living prepares students to develop self-enhancing, healthful lifestyles.
4. A safe, healthful school environment is conducive to learning.

We provide health services so that each student will have the optimum health possible and the knowledge and desire to attain this goal.

HOMEWORK POLICY

Homework shall be viewed as an integral part of the total school program. Homework assignments should support and enrich the learning experience as directed by the teacher in the classroom. All homework will be evaluated and included in determining a student's final grade. Homework is assigned for the following purposes:

1. To supplement and reinforce classroom work.
2. To give increased practice in particular skills.
3. To make up work missed due to an excused absence.
4. To develop initiative, independence, self-direction and responsibility.

5. To assist in developing good study habits.
6. To provide parents with opportunities to become aware of what is being taught in the classroom.

INCLEMENT WEATHER

Closure of school due to inclement weather conditions will be communicated in a number of ways. It is our goal to give parents as much notice as possible. Weather closings will be posted on our district website www.chickasha.k12.ok.us along with District and Site Facebook pages. It will be announced on KOOL 105.5 Radio and all major Oklahoma City TV Stations. The District will send out automated phone calls to the number listed as a student's primary contact. It is important for the school to have your current phone number in order to receive the call.

Parents and students are encouraged not to call the school so building administrators will be able to implement safety procedures.

INTERNET POLICY

Student Guidelines:

- A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.
- B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes bullying, harassment, threats or advocates or depicts illegal activity and/or causes a substantial disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.
- C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.
- D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- E. Use of social media during the school day is prohibited unless specific permission has been granted by District.

Consequences for Violations of Social Media Policy: Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following:

- A. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.
- B. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.
- C. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

[Board Policy BJ Internet Access and Acceptable Use Policy](#)

LIBRARY

Library Materials: District's library shall make available materials of sound literary quality and authority. District does not promote censorship and will challenge efforts at censorship in order to maintain District's responsibility to provide information which is educational and enlightening. Teachers and librarians may select library materials which provide various points of view on controversial subjects and which are intended to meet the needs and interests of the students. Proposed library materials will be examined to determine which materials meet the grade and interest level at which they are to be used. Proposed library materials will be considered in relation to the curriculum and to the personal interests of the students. Materials which contain incidents of sex or profanity shall not automatically be excluded. The Administration shall develop appropriate Regulations which address criteria for selection and guidelines for reconsideration of library materials.

District will only accept gifts of books or other library materials which meet the same criteria as books or library materials which could be purchased by District. Any donated books or library materials which are accepted shall become the property of District.

[Board Policy EL Library Materials](#)

[Board Policy EL-R2 Criteria for Consideration of Library Materials](#)

[Board Policy EL-R2-F1 Complaint Regarding Content form](#)

[Board Policy EL-R2-F2 Report of Reconsideration of Library Materials](#)

LOST AND FOUND

Personal belongings and books should be marked with the student's name. Should a student lose a book or personal belongings, he/she should first check with teachers and friends. If the item is not located, the student should check in the main office. Students are responsible for replacing missing text and library books checked out to them. Any lost textbooks or library books will need to be paid for by the student before being issued another book. Proof of receipt will enable student to be issued another textbook. At the end of the school year, any lost textbooks and/or library books may result in report cards being withheld from students and parents.

MAKE-UP WORK

Students are given two days for each day absent to make-up work. **Requesting make-up work for absences is the responsibility of the student.** Any work missed due to an absence or participation in a school activity will be made up by the student. All make-up work turned in on time will be graded. If a student is **absent for three or more days**, assignments may be requested by the parent through the main office.

Medication

Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not resin possession of or self-administer any medication unless written permission is granted by District upon written request of the parent.

A student who has a legitimate health need for a medicine shall deliver the medicine to the principal of the principal's designee in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be

administered to the student according to the directions for use on the label for over-the-counter medications or the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the principal.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. The records shall remain confidential and shall not be divulged except as required by law.

Money at School

Students are not encouraged to bring money to school. Fundraiser money should be taken to the sponsor upon arrival to school. The school will not be responsible for money lost or stolen.

Nondiscrimination

Chickasha Public Schools are committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Parent Bill of Rights

Parent bill of rights which reserves a specific rights to parents including the right to direct the education of a minor child and all rights of parents identified in Title 70 of the Oklahoma Statutes including:

- The right to access and review all school records relating to the minor child
- The right to direct the upbringing of the minor child
- The right to direct the moral or religious training of the minor child
- The right to make healthcare decisions for the minor child, unless otherwise prohibited by law
- The right to access and review all medical records of the minor child unless prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released
- The right to consent in writing before a biometric scan of the minor child is made, shared or stored
- The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid (DNA) is created, stored or shared, except as required by Sections 1-516 and 1-564.1 of Title 63 of the Oklahoma Statutes, or unless authorized pursuant to a court order
- The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless for the purpose related to legitimate academic or extracurricular activity, a purpose related to a regular classroom instruction, security or surveillance of buildings or grounds, and photo identification cards
- The right to be notified promptly if it is suspected that a criminal offense has been committed against the minor child by someone other than a parent.

The law also states that any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel.

PARENT VOLUNTEERS

If you would be interested in working on certain activities throughout the year, please notify Lincoln Elementary @ 405-222-6520. Some of the activities include being a test monitor, chaperoning field trips, helping with fundraising activities, celebrations, book fairs, or any other special need. Please join us in making Lincoln Elementary an example of a community at work. Prior to participation in any class activity, parents, guardians, and/or volunteers are required to complete a volunteer application and are subject to a background check.

REPORTING ABUSE OR NEGLECT

Every person, private citizen or professional who has reason to believe that a child under the age of 18 is being abused or neglected is mandated by law to promptly report suspected abuse to the Oklahoma Department of Human Services (DHS) 1-800-522-3511. Likewise, law enforcement will be notified when there is reason to believe a criminal act has occurred.

RESTROOMS AND CHANGING AREAS

Restrooms and Changing Areas: In accordance with 70 O.S. § 1-125, every multiple occupancy restroom or changing area on District property shall be designated for the exclusive use of the male sex or for the exclusive use of the female sex. District will provide a reasonable accommodation for individuals who do not wish to comply with this policy, which may include a single occupancy restroom or changing room. The provisions of this policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering under the following circumstances: 1) for custodial, maintenance, or inspection purposes; 2) to render emergency medical assistance, including, but not limited to, assistance with hygienic needs and/or disciplinary issues; or 3) if a suitable meeting room or area is unavailable, a coach may enter a locker room or changing area before, during or after a schoolsponsored athletic activity provided that:

1. all students present are fully clothed;
2. the coach is accompanied by at least one additional adult at all times; and
3. any coach who is the opposite sex of the students present is accompanied by at least one adult of the same sex of the students present who is not a current high school student.

I. Discipline. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

- a. Students: Students may be subject to disciplinary methods listed in the student discipline code.
- b. Staff: Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.

c. Patrons: Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

[Board Policy BC Safety Programs](#)

SAFE CALL

Safe Call is sponsored by the Oklahoma State Department of Education. You may call 1-877-SAFECAL(L), EXT.OK1 if you know of any activity that threatens your school. The call is free and your name will never be asked.

SEARCH OF STUDENTS

Searches: As allowed by law, the Superintendent, any principal, teacher, or security personnel who has reasonable belief 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 District 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, backpacks, or other personal items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and 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, 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 refuses to unlock the vehicle, 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 be 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 or designee and, if possible, a parent or legal guardian of the student.

SERVICE ANIMALS

District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its facilities, vehicles, and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by District employees and students with disabilities.

[Board policy BO service animals](#)

[Board Policy BO-F Service Animal Agreement form](#)

SPORTSMANSHIP

Students are encouraged to attend school activities. Students 8th grade and younger must be accompanied by an adult at all times. **Students without an adult with them upon entrance will not be allowed to enter.** Whether as a participant or a spectator, all students will observe courtesies of good sportsmanship and character.

STUDENT ACTIVITIES

Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes. Student participation in student activities shall be voluntary and in accordance with any Administrative Regulations governing such participation. In order to be excused from classes to participate in student activities which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all Administrative Regulations governing such participation.

Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. Any out-of-state travel must be approved by the Board.

[Board Policy EE Student Activities](#)

STUDENT SEARCHES

As allowed by law, the Superintendent, any principal, teacher, or security personnel who has reasonable belief 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.

[Board Policy EJ Student Searches](#)

STUDENT SURVEYS

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the US Dept of Education., the school district will make such materials available for inspection by parents. Parents will be given the opportunity to review first, even if the survey is anonymous.

TELEPHONE

Students will only be allowed to use the phones in teachers' classes in cases of illness or emergency. **Students will not be called to the office for phone calls.** Important messages will be delivered to the students. Administrative discretion will be used in emergency situations.

TITLE I PARENT PARTICIPATION POLICIES

Conferences: Parent/teacher conferences of all students with classroom teachers will be scheduled according to the district calendar and as needed. Progress reports will be

provided to parents each nine (9) weeks informing parents/guardians of their child's progress toward meeting District/State standards.

School-Parent-Student Compact: These compacts have been developed and implemented. The signed compact is filed in the student's cumulative folder and becomes a part of the Title I records. The compact is discussed with the parent/guardian and student at conferences or other appropriate times.

Annual Review: Lincoln Elementary Title I planning team will meet annually to review and make revisions, if necessary, to the Comprehensive Title I Plan and Parent Involvement Policy. A district-wide parent resource center makes available resources for checkout and other activities as appropriate.

Transition: Lincoln Elementary School will cooperate with Chickasha's elementary feeder school and participate in enrollment and transition of those students. The Sixth (6th) Grade will participate in transition and orientation activities to Chickasha Middle School.

Information and Activities: The parent/guardian involvement policy will be distributed to parents/guardians and children served as part of the school handbook. Activities will be planned at convenient meeting times to involve parents/guardians in their child's education. Parents/guardians will be kept informed of school activities through schools website, schools Facebook page, newsletters, notes, e-mail, parents/guardians are utilized and encouraged to participate in many volunteer activities.

TRANSPORTATION

Riding a school bus is a privilege and the privilege may be removed for not following the bus rider rules. Should a student be removed from a bus for inappropriate behavior it will be the responsibility of the parent to make other transportation arrangements to and from school for their student.

Previous to loading, student should:

1. Be on time at the designated school bus stops-keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular stop.

While on the bus, students should:

1. Keep all parts of their body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seat's etc. must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Never throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.

13. Be courteous to fellow students, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching railroad crossing stops.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:

1. Go to at least ten (10) feet in front of the bus stop, check traffic, wait for the bus drivers' signal, then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips:

1. The above rules and regulations should apply to all trips under school sponsorship.
2. The school officials should appoint sponsors.

UNAUTHORIZED LOCATION/ACCOMPLICE

Any student determined to be accompanying a student who has committed an act which violates a policy in the handbook, is subject to the same disciplinary action as the student who has committed the act. The student is considered an accomplice of the student who commits the violation.

VISITORS

The Board of Education welcomes the active interest of parents and citizens in their public schools, and invites the community to visit at any time. However, since schools are a place of learning, certain limits must be set on visitations and visitors. (GJ) The building principal is responsible for all persons in the building and on school grounds. For this reason, the following policy applies to visitors to our school sites:

- Anyone who is not a regular staff member or student of the school is defined as a visitor.
- Any visitor to the school must report to the office of the principal upon arrival at the school to sign in and receive a visitor's pass.
- Teachers are not expected to take class time to discuss individual matters with visitors.

School visitations by students who are not enrolled in the Chickasha Public Schools are prohibited. Vacationing students from other districts are prohibited from attending class or visiting at school during regular school hours. The building principal must approve exceptions to this policy.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when the person interferes with the peaceful conduct of activities at the school. The school Resource Officer will issue a notice to vacate to any person who is requested to leave any school property, function or event and will be unable to return to the premises without the written permission of the administration for a period of six months. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

VOLUNTEERS

Parents are always welcome to attend events, programs, and celebrations with their child. However, school volunteers must submit a completed volunteer application and volunteer agreement. Both of these forms are located on the district website. Your child's school or the CPS administration office (900 West Choctaw) can provide hard copies. To be an "approved" volunteer, background records will be checked. Also, the application and agreement must be updated and resubmitted every other school year. Only approved volunteers will be allowed to be alone with any student or group of students.

DISCIPLINE POLICY

The Chickasha Public Schools believe that the primary function of the schools is to educate children. We further believe that all students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

All students enrolled in the Chickasha Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers and Board of Education. The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while in attendance at school, school sponsored activities, or being transported to or from school sponsored activities in district owned transportation equipment. (The provisions of this policy include behavior at bus stops and children walking to and from school). Any student who is found to be guilty of disobeying the rules or showing disrespect for any staff member and/or school property, will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken the regulation (70 O.S. 60114, School Laws of Oklahoma).

The classroom teacher should handle classroom discipline. Only after other measures have failed or a major infraction has occurred should a student be sent to the discipline office. Students should also understand that any teacher employed by Chickasha Public Schools has the authority to correct misconduct at school or at school sponsored activities.

THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DISCIPLINARY ACTIONS.

DISCIPLINARY ACTIONS

In considering the different forms of disciplinary action, the faculty and administration of the school district will consider the following actions. However, the school is not limited to these various methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely on the judgment and discretion of the administration and/or faculty member to determine the appropriate remedial or corrective action in each instance.

Conference with student

- Conference with parent
- In-School Suspension
- Lunch/Afterschool Detention
- Referral to counselor
- Behavioral contract
- Changing student's seat or class assignment
- Temporary removal from class and/or sent home for the day
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by their behavior

- Restriction of privileges
- Referral to the police and/or other law enforcement officials
- Referral for counseling to community agencies
- Suspension
- Other appropriate disciplinary action as required and indicated by the circumstances

In case of serious offenses, such as fighting, weapons, etc. authorities will be contacted and the students involved could be arrested.

EXPLANATION OF LINCOLN ELEMENTARY SCHOOL DISCIPLINARY CONSEQUENCES

Behavioral Contract

This is a written agreement between the student and teacher/administrator defining specific acceptable behavior patterns to be followed by the student, and the penalties to be assessed if the student fails to comply with the procedures outlined in the contract.

Detention

A period of time, other than class time, when the student is detained as a disciplinary measure. Detention assignments, when practical, should begin the day following the infraction. Failure on the part of any student to attend detention will result in further disciplinary action.

- (A) **Teacher Assigned Lunch Detention** - Lunch Detention will be held in the assigning teacher's classroom. Students may bring lunch or purchase lunch from the cafeteria. Students must bring books and work.
- (B) **Regular Lunch Detention** - This detention is assigned by an administrator.
- (C) **Afterschool detention**-This detention is assigned by an administrator to be fulfilled afterschool for a determined period of time.

In-School Suspension (ISS)

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the education setting. ISS is in lieu of the regular day. For a student to be placed in ISS, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISS Program and its policies/procedures. Failure to follow the policies of ISS will result in immediate out-of-school suspension. Any student placed in ISS will not be allowed to participate in any school activities until their time is completed. Students may only participate in practice times that are outside of the normal school hours.

SUSPENSIONS

(Removal of a student from school and all school functions for a specific period of time). The principal or his/her designee may suspend a student(s) for varying lengths of time depending on the infraction(s). A student can be suspended from one day to a maximum of two semesters. Parents or legal guardians of the student(s) will be notified by mail and/or verbally, when possible, of the suspension.

CLASS ASSIGNMENTS DURING SUSPENSION

Make-up assignments during the period of suspension will be put on a special assignment form. These assignments will be made available to the parent(s) to pick up at the school at a reasonable designated time. It is the student's responsibility to complete the assignments during the suspension period. The assignments are due on the day the

student returns to school at the end of the suspension period. Zeros will be recorded for all assignments that are not turned in upon the student's return from suspension. The student will be allowed to complete any tests that were administered during the suspension period. These guidelines apply only to those students who have been suspended more than 3 school days. Students who are on suspension will not be allowed to attend any school district functions or be on any school campus during the suspension period.

Appeal of Short Term Suspensions (Board Policy EK): A student suspended for a period of ten (10) or fewer school days, may appeal the suspension as follows:

- A. An appeal to the Principal must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal's or designee's suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
 - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
 - b. The reasonableness and length of the suspension.
- B. The suspension decision will become final and unappealable if a request for appeal is not timely submitted.
- C. Upon receipt of the request for an appeal, the Principal shall confirm the suspension falls within the category of suspensions to which an appeal to the Site Committee is authorized. If the Principal or designee determines the period of suspension is greater than ten (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.
- D. The Principal or designee shall appoint a Site Committee to hear the appeal. The Site Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to the school site and an administrator or counselor not involved with the suspension of the student. The Site Committee shall designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Site Committee.
- E. The short-term appeal must be submitted in writing that includes all reasons, rationale, and facts that are deemed appropriate as to the nature of the appeal.
- F. The Site Committee will conduct a full review of the issues appealed. The appeal review will include policies or regulations related to the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues in writing.
- G. Evidence by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the Principal or designee will inform the Site Committee of the information received from students and explain why the Principal or designee believes that information received is valid and supports the suspension decision.
- H. The Site Committee meeting is closed to the public.
- I. Legal counsel is permitted to provide information and documentation for the appeals process that can be reviewed by the Site Committee.
- J. At the conclusion of the review of the evidence, the Site Committee shall render a decision by a majority vote and such decision is final and not appealable. The Site Committee's decision shall be to uphold, modify, or revoke the suspension decision of the Principal or designee as to the guilt or innocence of the student and/or the

reasonableness and length of the out-of-school suspension, depending on the issues appealed. The Site Committee's decision shall be in writing and mailed, e-mailed or delivered to the parent, the Principal and the Superintendent. The decision of the Site Committee is final and non-appealable.

Appeal of Long Term suspension

Appeal of Long-Term Suspensions: A parent or the student may appeal the suspension decision for a suspension in excess of ten (10) school days first to a District Review Committee then to the Board as follows:

(a) An appeal must be presented in writing to and received by the school principal within two (2) school business days after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following:

1. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
2. The reasonableness and length of the suspension.

(b) The suspension decision will become final and nonappealable if a request for appeal is not timely submitted.

(c) The principal will contact the Superintendent and the Superintendent or designee will schedule a District Review Committee to hear the appeal. The District Review Committee will consist of three (3) administrator(s) not involved with the suspension of the student and the Superintendent's designee. No member of the District Review Committee shall have been associated with the case in any manner prior to the appeal hearing. The Superintendent's designee shall serve as the chairperson for all appeals to the District Review Committee.

(d) The chair of the District Review Committee shall notify the student, parents, and school principal of the date, time, and place of the appeal hearing in writing or by e-mail.

(e) The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.

(f) The District Review Committee meeting is closed to the public.

(g) Legal counsel is permitted.

(h) The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall attempt to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.

(i) At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.

(j) Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received

by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.

(k) At the conclusion of the hearing, the District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The District Review Committee's decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.

(l) The hearing chair shall mail, e-mail, or deliver a copy of District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board as provided by this policy.

(m) An appeal of the decision of the District Review Committee to the Board must be submitted in writing to and received by the Superintendent or designee within five (5) school days after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which is being appealed.

The parent/student may appeal one or both of the following:

- 1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
- 2) The reasonableness and length of the suspension.

(n) If no appeal is received within the five (5) school days, the decision of the District Review Committee will be final and nonappealable.

(o) Each board member will be provided the evidence and witness statements that were presented to the District Review Committee, an electronic recording of the District Review Committee meeting, and the written statements of the student and administration, if submitted.

(p) Each Board member shall review the information individually.

(q) At the next available Board meeting, an agenda item shall be placed on the agenda to consider and vote on the appeal of the long-term suspension. Board members may vote on the appeal based on their review of the record.

(r) If, at the meeting, the Board wants to discuss the appeal among each other, it must be discussed in open meeting unless the student or parent(s) requests such discussion to be in executive session.

(s) The Board shall render a decision by voting to uphold, modify, or revoke the decision of the District Review Committee.

(t) As soon as possible after the review and/or hearing, the Clerk of the Board shall provide the decision to the parent, student and principal in writing, setting forth the decision of the Board related to upholding, overturning, or modifying the decision of the District Review Committee. The Board's written decision shall be mailed to the parent by certified mail, return receipt requested. The decision of the Board shall be final.ision by voting to uphold, modify, or revoke the decision of the District Review Committee.

[Board Policy EK Student Suspension Information](#)
[Board Policy EK-F1 Suspension Statement](#)
[Board Policy EK-F2 Notice Short Term Suspension](#)
[Board Policy EK-F3 Long Term Suspension](#)

[Board Policy EK-F4 Hearing Request](#)
[Board Policy EK-R1 Student Due Process](#)
[Board Policy EK-R1-F1 Due Process Hearing](#)
[Board Policy EK-R2 Right to Appeal](#)
[Board Policy EK-R2-F1 Notice of Appeal to Board of Education](#)

LEGAL AUTHORITY FOR SUSPENSION

Authority to Suspend: A principal or his/her designee has the initial responsibility and authority to suspend a student. In buildings where assistant principal's are not provided and the principal is absent, the superintendent or his/her designee or another principal from one of the district's schools, shall come to the school where a student is presenting a discipline problem, and assist in the resolution of the issue and be authorized to make suspensions in the absence of the principal. (Reference: O.S. 70-24-102)

Lincoln Elementary School

Keeping it REAL

	Classroom	Cafeteria	Restroom	Playground	Hallway	Bus	Assembly
R Respect	*Be a good listener *Give your best *Stay on task *Arrive on time	*Clean up after yourself *Get all things needed the 1st time through the line	*Return quickly to class *Clean up after yourself *Wait patiently	*Play with others *Be a problem solver *Resolve conflicts fairly	*Be respectful of other's work *Keep the hallways clean	*Be a good example to others *Keep hands and feet to self *Be respectful	*Be a good example to others *Keep hands and feet to self *Be respectful to speaker
E Expectations	*Maintain personal space *Use materials appropriately *Walk	*Walk in line *Place all trash in trash cans *Stay seated until dismissed	*Keep hands and feet to self *Wash hands *Maintain personal space	*Use equipment correctly *Keep hands and feet to self *Report issues to an adult	*Keep hands and feet to self *Stay on the right hand side *Take care of yourself	*Seat to seat, back to back while riding *Stay seated until the bus is stopped	*Stay seated at all times *Sit quietly and appropriately
A Attitude	*Follow directions *Use positive words *Be helpful	*Use a quiet voice *Use good table manners	*Allow for privacy of each person *Use a quiet voice	*Use appropriate language *Invite others to play *Agree on rules	*Smile and be courteous to other you pass *Be quiet so classes can learn	*Use a quiet voice *Use appropriate language	*Stay quiet during performances *Be an active listener
L Learning	*Be prepared *Do your job *Be honest *Always give your best effort	*Make healthy choices *Use time to eat wisely *Don't waste	*Learn procedures *Clean up after yourself *Return to class quickly	*Play fair *Learn the rules *Line up at first call *Make good choices	*Move quietly *Return to class promptly *Take care of yourself	*Learn the bus rules *Be ready for your stop *Keep items in your backpack	*Keep an eye on your teacher for instructions *Applaud at appropriate times

Lincoln Elementary Student Handbook

Minor/Major Behavior Definitions

Lincoln Elem. School Defining Problematic Behaviors Minor Behaviors		
Minor Problem Behavior	Definition	Example/Board Policy
Defiance (M-Defiance)	Student engages in <u>brief</u> or <u>low-intensity</u> failure to follow directions.	Head down, ignoring teacher, refusing to complete task
Disrespect (M-Disrespect)	Student delivers <u>low-intensity</u> , socially rude or dismissive messages to adults or students.	Eye rolling, talking back, non-threatening comments
Disruption (M-Disruption)	Student engages in <u>low-intensity</u> , but inappropriate disruption.	Side conversation, note passing, finger tapping, blurt outs/outbursts, not on task
Dress Code Violation (Dress)	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	Student will be offered appropriate clean clothing from the school's clothes closet or clothes are brought to school by parent/guardian
Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instances of inappropriate language. Use of obscenities (written/verbal) on notes, letters, etc.	Non-threatening manner of inappropriate language, cutting up with friends and uses inappropriate language, obviously accidental
Misconduct (M-Mscdt)	Student engages in any other minor problem behaviors that do not fall within the above categories.	Lying, PDA, plagiarism, cheating, forgery, etc.

Physical Contact/ Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact.	Continual horseplay with peer, continual touching of peer when asked to stop (neck slapping, kicking to trip/make each other fall)
Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Use of cell phone during prohibited times, puts away/turns phone over when asked

Lincoln Elem. School Defining Problematic Behaviors Major Behaviors		
Major Problem Behavior	Definition	Example/Board Policy
Obscene Language and/or Profanity towards Peers (OBSLANG)	Student delivers verbal/written messages that include swearing, name calling, or use of obscene gestures	Using inappropriate language in threatening manner or obscene gestures toward peers
Verbal Abuse towards Staff Member (OBSLANG)	Use of obscenities/vulgarity or abusive language directed towards staff members.	Using inappropriate language in threatening manner or obscene gestures toward staff member
Arson (ARSN)	Student plans and/or participates in malicious burning of property. (intentional)	Setting trash can on fire, burning paper
Harassment Bullying Intimidation (Threats) Against Peer or Staff (HRSBUL)	Harassment, hazing, intimidation and/or bullying actions that are verbal, written, or gestured toward another student or school personnel or others on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, on Social Media, or at school sanctioned events. Continual delivery of disrespectful messages <u>in any format</u> : gender, ethnicity, race, religion, disability, physical characteristics, or other protected class. <i>These subtypes are based on documentation from the U.S. Office of Civil Rights.</i>	

Insubordination (INSBDN)	Continued defiance of authority and/or refusal to comply with reasonable requests.	Student's continued non-compliance is escalating, negatively impacting peers and overall flow of the classroom; student outwardly refuses to comply with Administration
Disorderly Conduct (DISCON)	Other behaviors not otherwise listed in this section, possibly continuous in nature or escalating from classroom environment	Continual disrespect, disruption, lying, inappropriate use of OTC medication, extortion, gambling
Disorderly Conduct on School Bus (DISCON)	Failure of students to obey bus rules and drivers/monitors requests.	Student is given multiple directives from the bus driver and/or monitor and continues to be defiant.
Felonious Act (SCTHRTOTH) Other school threat	Any student involved in a felonious act, other than drug abuse, while under school supervision or on school property.	Tampering with the fire alarm system, "Bearcade" or any safety equipment (including AED), making a bomb threat, threatening to shoot up the school, etc.
Fighting (FTNG)	Student is involved in mutual participation in an incident involving physical violence, for the purpose of inflicting physical harm on another purpose	
Flagrant Misconduct (FLGMIS)	Student is involved in multiple offenses occurring; including instigating or promoting misconduct among others.	Continuous exhibiting of behavior causing constant disruption
Theft (THFT)	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.	Bag, cellphone, athletic shoes, air pods, etc.
Gang Affiliation Display (GNGDSPLY)	Student uses gesture, dress, and/or speech to display affiliation with a gang. Can include writing of symbols,	Logos on clothing encourage gang affiliation

	signs, verbal use of slang/gang terms, clothing, apparel with colors, and/or graffiti	
Sexual Harassment (HRSSX)	Bullying/Harassment which includes unwelcome advances, touching, pinching, patting, or brushing against, comments regarding physical or personality.	Characteristics of a sexual nature, and/or sexually oriented "kidding" or "teasing" remarks, double meanings, and jokes towards peers and/or staff
Inappropriate Display of Affection (OBSIDAF)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	Groping, sexual encounters, sexually written material, etc.
Battery Towards Staff (BTRY)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) towards any staff member. (teachers, coaches, staff, or administrators)	Willful and malicious attack of staff member for the purpose of inflicting physical harm
Battery Towards Peers (BTRY)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) towards another peer.	Willful and malicious attack of another student for the purpose of inflicting physical harm
Vandalism/ Property Damage (VND)	Defacing or destroying property belonging to the school, school personnel, or other persons.	Could result in contact of CPS Resource officer and charges filed for restitution
Technology Violation (TCHVIO)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Using cell phone when not allowed (classroom/hallway) and refuses to give cellphone to teacher when prompted.
Truancy (ADTTRNY)	Absence that was not approved by a parent, legal guardian, or by a school official. Student being anywhere in the building other than assigned location. (Compulsory Education Law of the State of Oklahoma, Sec. 196 of Title 10)	Purposefully skipping class (remaining on campus or leaving campus), if off campus could result in call to CPS Resource Officer

Alcohol Use/Possession/ Distribution (ALC)	Student is under the influence, in possession of, or distributing alcohol.	
Combustables Use/Possession (SCTHRTOTH) Other school threat	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (firecrackers, gasoline, lighter fluid, explosive devices).	Use, possession or distribution of fireworks or other explosive devices.
Drug Use (DRGUSE)	Student is suspected to be under the influence of drugs because of questionable actions, appearance, odor, or residue on the breath or clothing. Sobriety test can also be given by CPS Resource Officer to determine whether or not the student is under the influence.	
Drug Possession (DRGPOS)	Student has possession of prescription medication, or illegal drugs.	Including vapes/pens containing THC liquid; drug residue, etc.
Drug Distribution (DRGDIST)	Student is distributing illegal or prescription medication to peers.	Giving peer some of their own prescription medication (or someone else's), giving illegal drugs to peers, etc.
Possession of Drug Paraphernalia (DRGPOSPAR)	Student is in possession of drug paraphernalia.	Swishers, rolling papers, vapes, etc.
Tobacco Use/Possession/ Distribution (TBC)	Student is using, distributing, or has tobacco in their possession.	smoking, dipping, chewing, vapes, etc.
Weapons Possession (WPNPOS)	Student is in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm.	Weapons are divided into Class I, II, or III. Immediate call to CPS Resource Officer

SPECIFIC INFRACTIONS AND CONSEQUENCES

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When, in the judgment of the teacher or administrator, the behavior of a student is unacceptable in the following areas, corrective action will be taken. These examples are not intended to be exhaustive, and the omission of examples of unacceptable behavior is not an endorsement of such behavior.

ALCOHOL AND/OR DRUG ABUSE/POSSESSION (INCLUDING PARAPHERNALIA)

The use and unlawful possession, sale, purchase of illicit drugs, distribution of over the counter drugs and/or alcohol, or the intent thereof, is wrong and harmful. The following disciplinary procedures will be strictly adhered to and mandatory for ALL Lincoln Elementary students.

Student suspension for alcohol and/or drug abuse:

"Whenever it appears to any public school teacher that a student may be under the influence of intoxicating beverages as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, or a controlled dangerous substance as defined in Section 2-101 of Title 63 of the Oklahoma Statutes, the teacher shall report the matter, upon recognition to the school principal or his/her designee. If the student is found to be under the influence, selling, or purchasing illegal drugs/alcohol, or has the intent to do so, the principal or designee shall immediately notify the Superintendent of Schools or designee and a parent or legal guardian of the student of the matter." (Reference O.S. 70-24-138).

Under the Influence: If a student is suspected of being under the influence of Drug/Alcohol because of odor or residue on the breath or clothing, they will be disciplined according to the following. The principal will inform the parent(s) both verbally, when possible, and by letter, that the student has been suspended for alcohol and/or drug use. The notification will include the length of the suspension and will ask both parent(s) and student to meet with the principal or his/her designee. A student who is a 2nd time offender will receive a longer suspension.

For suspensions greater than 20 days - During the conference with the principal, or his/her designee, the Substance Awareness Intervention Program of the district will be explained to the student and parent(s). The student and parent(s) will be requested to participate in one or more of the programs: Youth Services, Great Plains Outreach Clinic, Grady County Guidance Center or other mutually agreed upon agencies. The district will not be responsible for any financial obligations with these agencies. Following the conference with the principal or his/her designee, the principal will decide if circumstances merit a deferment of the remainder of the suspension beyond ten (10) days and a conditional early readmission of the student, if the following is completed:

1. The student must be involved in or enrolled in counseling with the district LPC counselor, outside counselor, or agency approved by the school. Parental involvement, although not required, is strongly requested. During the period of counseling, reports are to be signed by the counselor.
2. Upon proof of compliance with number one above, the student would be readmitted on probationary status and would stay on probation as long as counseling continues. Counseling, upon successful completion, would be terminated by the counselor. A statement of release, signed by the counselor, must be submitted to the principal. Probationary status would

include the student's signing and abiding by a contract stating that he/she understands that violations of school rules which would normally lead to a short-term suspension will cause probationary status to be lifted and the original suspension reinstated.

DISTRIBUTION OF ALCOHOL AND DRUGS:

1st offense	Could receive 9 week suspension, parents and authorities notified
2nd offense	Could receive full semester suspension, parents and authorities notified
3rd offense	Could receive full year suspension, parents and authorities notified

ARSON:

1st offense	Could receive 10 days Out-of-School suspension, restitution of damages, parents and authorities contacted
2nd offense	Could receive long-term suspension, restitution of damages, parents and authorities contacted

BATTERY TOWARDS STAFF (TEACHER, COACHES, STAFF MEMBERS OR ADMINISTRATORS):

1st offense	Could receive up to one (1) semester suspension, authorities and parents contacted
2nd offense	Could receive up to one (1) year suspension, authorities and parents contacted

BATTERY TOWARDS PEERS::

1st offense	Could receive 10 day suspension, authorities and parents contacted
2nd offense	Could receive 20 day suspension, authorities and parents contacted
3rd offense	Could receive 9 week suspension, authorities and parents contacted

BOMB THREATS:

See Felonious Acts.

COMBUSTABLES: (Same penalties as for Arson)

DISORDERLY CONDUCT:

1st offense	Could receive 1-3 day ISR and/or afterschool detention
2nd offense	Could receive 3-5 day ISR and/or afterschool detention
Any other offense	Length of suspension to be determined by the principal or his/her designee

DRESS CODE VIOLATIONS: A parent will be called and a change of clothing will be brought to the student. Repeated violations will result in further disciplinary actions.

FELONIOUS ACT: Determined on a case by case basis

1. Any such act may be reported to the Board of Education, police, and the parent(s) or guardian(s) of the student.
2. The Chickasha Public Schools will request the District Attorney to file appropriate charges.
3. The student will be suspended for a minimum of ten (10) school days and may be suspended a maximum of the current semester plus the next semester.

FIGHTING: Upon returning to school, the student will participate in a re-entry meeting with the school counselor and/or administrator.

1st offense	Could receive 5 day suspension, authorities and parents contacted
2nd offense	Could receive 10 day suspension, authorities and parents contacted
Any other offense	Length of suspension to be determined by the principal or his/her designee

FIGHTING SPECTATORS/INSTIGATORS: Any student who is instigating, videoing, or not getting help.

1st offense	Could receive 2 day suspension or 4 days ISR/afterschool detention parents contacted
2nd offense	Could receive 4 day suspension or 8 days ISR/afterschool detention parents contacted
Any other offense	Length of suspension to be determined by the principal or his/her designee

FLAGRANT MISCONDUCT:

1st offense	Could receive 1-3 day suspension
2nd offense	Could receive 3-5 day suspension
3rd offense	Could receive 5-7 day suspension
Any other offense	Length of suspension to be determined by the principal or his/her designee

GANG AFFILIATION/DISPLAY:

1st offense	Could receive 5 day suspension, authorities and parents contacted
2nd offense	Could receive 10 day suspension, authorities and parents contacted
3rd offense	Could receive long term suspension, authorities and parents contacted.

HARASSMENT/INTIMIDATION/BULLYING/HAZING: BULLYING

It is the District's policy 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 affect the good order, efficient management, and welfare of the District. The Administration will develop and implement appropriate regulations regarding bullying. (Board Policy EI)

There are four (4) types of bullies characterized. They are:

1. Physical bullies who often hit, kick or shove others;
2. Verbal bullies who use words to harm others through name-calling, insulting, making racist comments or harsh teasing;
3. Relational bullies often focus on excluding one person from their peer group and usually do so through verbal threats and spreading rumors; and
4. Reactive bullies who are individuals who are often both bully and victim. Typically victims first respond to victimization with bullying behavior.

Any student exhibiting harassment, hazing, intimidation and/or bullying, either verbally, in written form, or by gesture toward another student or school personnel or others on school grounds, in school vehicles, at designated school bus stops, at school sponsored activities, on Social Media, or at school sanctioned events shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.

2. The administrator will gather and evaluate incident information and document the incident along with parent notification. Place the student on a probationary period reasonable to the situation if found in violation of the above policy. **The following procedures may be used according to the principal's or his/her designee:**
 - A. A No Contact Contract put in place.
 - B. The student will be subject to immediate removal from school for a minimum of 3 days.
 - C. The student's parent(s)/guardian will be notified.
 - D. The Chickasha Police Department could be notified.
 - E. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: Police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
 - F. If the parent agrees to counseling for the student, his/her suspension will be reduced by the building administration. The school site will approve an appropriate counseling agency. After an evaluation the counseling agency will be asked to make a written recommendation to the school concerning the student's re-entry.

Retaliation in any form against any person who has filed a complaint relating to sexual harassment, harassment, or bullying is prohibited. Retaliation may be grounds for disciplinary action including removal from the educational setting for a student.

HARASSMENT/BULLYING/THREATS AGAINST STAFF MEMBERS (TEACHERS, COACHES, ADMINISTRATORS, ETC.):

1st offense	Could receive 5 day suspension
2nd offense	Could receive 10 day suspension
2nd offense	Could receive out-of-school suspension for the remainder of the semester/one (1) semester

HARASSMENT/BULLYING/THREATS AGAINST STUDENTS

[Board Policy EI Student Code of Conduct](#)

[Board Policy EI-R1 Bullying](#)

1st offense	Could receive 5 day suspension
2nd offense	Could receive 10 day suspension
3rd offense	Could receive out-of-school suspension for the remainder of the semester/one (1) semester

INSUBORDINATION:

1st offense	Could receive 3 days ISR/afterschool detention with parent contact
2nd offense	Could receive 3-5 days suspension with parent contact
Any other offense	Length of suspension to be determined by the principal or his/her designee

MISCONDUCT: (Minor offenses)

1st offense	Could receive 1-3 days ISR and/or afterschool detention with parent contact
2nd offense	Could receive 3-5 days ISR and/or afterschool detention with parent contact
3rd offense	Could receive 3 days suspension with parent contact
Any other offense	Length of suspension to be determined by the principal or his/her designee

DISORDERLY CONDUCT ON SCHOOL BUSES: School bus transportation is a privilege provided for students who obey the bus rider rules. Failure of students to obey the rules could result in the bus driver's attention being distracted. This in turn could result in a bus accident. Students are to obey the request of the bus driver/monitor as they would a teacher. Failure to follow the bus rider rules will be dealt with as follows:

1st offense	Warning and assigned front seat for 10 days along with parent notification
2nd offense	Could receive 5 day loss of bus privilege along with parent notification
3rd offense	Could receive 10 day loss of bus privilege along with parent notification
4th offense	Could receive loss of bus privilege for the remainder of the semester along with parent notification
Any other offense	Length of suspension to be determined by the principal or his/her designee

Note: If, in the opinion of the building principal, a violation of the bus rider rules is of sufficient magnitude, any of the above steps can be skipped, resulting in the immediate

loss of bus riding privileges for the involved student(s). This does not preclude the student's right to a hearing. It does, however, allow for the immediate removal of the child until such a reasonable time a hearing can be set (not to exceed three [3] school days).

*Grade level, maturity, student's attitude, and other contributing factors will be used to determine the amount of time a student will lose bus riding privileges.

OBSCENE LANGUAGE/PROFANITY/RACIAL SLURS TOWARDS PEERS:

1st offense	Could receive 1-3 days ISR and/or afterschool detention with parent notification
2nd offense	Could receive 3-5 days suspension with parent notification
Any other offense	Length of suspension to be determined by the principal or his/her designee

SEXUAL HARASSMENT:

1st offense	Could receive 1-3 day suspension with parent notification
2nd offense	Could receive 3-5 day suspension with parent notification
Any other offense	Length of suspension to be determined by the principal or his/her designee

THEFT:

1st offense	Could receive 3 days ISR and/or afterschool detention, authorities and parents contacted
2nd offense	Could receive 3 day suspension, authorities and parents contacted
3rd offense	Could receive 5 day suspension, authorities and parents contacted
Any other offense	Length of suspension to be determined by the principal or his/her designee

TOBACCO: USE, POSSESSION, OR DISTRIBUTION OF TOBACCO PRODUCTS:

1st offense	Could receive 3 days suspension, parents notified
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2nd offense	Could receive 5 days suspension, parents notified and possible ticketing by Chickasha Police Department
Any other offense	Length of suspension to be determined by the principal or his/her designee

TRUANCY:

1st offense	Could receive 3 days ISR and/or afterschool detention, parents notified
2nd offense	Could receive 3 days suspension, parents notified
Any other offense	Length of suspension to be determined by the principal or his/her designee

VANDALISM: Any student involved in any acts of vandalism to the property of Chickasha Public Schools and/or its employees or patrons shall be subject to the following:

1. Any act of vandalism will be reported to the Superintendent of Schools, the police, the District Attorney, and the parent(s) of the student.
2. The Chickasha Public Schools will request the District Attorney's Office to file appropriate charges based upon a signed complaint.
3. The student may be suspended for a minimum of five (5) days and may be suspended a maximum of the current semester plus the next semester.
4. The student may not be allowed to return to school in any event until arrangements for restitution have been made with a school official.

VERBAL ABUSE TOWARDS ANY STAFF MEMBER (INCLUDING PROFANITY/RACIAL SLUR):

1st offense	Could receive 3 day suspension, parents notified
2nd offense	Could receive 5 day suspension, parents notified
3rd offense	Could receive 10 day suspension, parents notified
Any other offense	Could receive long-term suspension

WEAPONS IN SCHOOL: The Board of Education has determined that possession or use of any type of weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. The Board of Education has further determined that the propensity within our society to possess weapons is becoming an increasing hazard to the safety and welfare of schools and communities in general.

The possession or use of any weapon during the time a student is in attendance in the Chickasha Public School system is in transit to or from the district, or in attendance or in transit to or from any school function authorized by the district, is expressly prohibited.

The possession of any weapon by any employee of or visitor to the Chickasha Public Schools by any of the above, which is in attendance at any school function authorized by the district, is expressly prohibited.

Exempt under this policy are instruments and devices that may be considered a weapon under this policy, but are specifically authorized by district personnel for use in approved curricula or extra curricular activity and being used in an appropriate manner.

DEFINITIONS

Bomb threat: A form of terrorism; a threat to detonate an explosive device.

Firearm Incident/Possession: There are four types of firearm incidents: handgun incident, rifle/shotgun incident, other firearm incident and multiple firearms incident. Handgun and rifle/shotgun incidents are self-explanatory.

Other Firearm Incidents include firearms that are not handguns, rifles or shotguns (examples: a starter gun, the frame or receiver of any such weapon, a firearm muffler, a firearm silencer, a bomb, a grenade, a rocket having a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine).

Multiple Firearm Incidents include a combination of the three previous types of firearm incidents. **DO NOT** include toy guns, cap guns, BB Guns and/or pellet guns. *The State of Oklahoma requires that for ALL firearm incidents a separate form be filed with the State Department of Education. This form and its instructions can be found on the Safe and Healthy School page at www.ok.gov/sde.*

Other weapons possession: Any instrument or object deliberately used to inflict harm on another person or used to intimidate any person. Included in this category are knives of any kind, chains (any not used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length, metal or otherwise, not being used for the purpose for which it was intended), razor blades, or similar kinds of instruments, ice picks, dirks, or other pointed instruments (including pencils and pens), nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, or electrical weapons or devices (stun guns.) Includes toy guns, cap guns, BB guns and pellet guns in this category.

Use of an object in a manner or threat with an object that could inflict bodily harm: Student(s) shall be suspended for a minimum of ten (10) school days and may be suspended a maximum of the current semester plus next semester.

* Repeated violations of the discipline policy may result in long-term suspension.