

# BILL WALLACE EARLY CHILDHOOD CENTER



## STUDENT HANDBOOK 2021-2022

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Chickasha, Oklahoma 73018

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## Student Handbook

We have prepared this handbook to answer questions you may have about the school's rules and procedures and facilitate better understanding among the school, students, and parents. Some district policies are also included. We ask for your cooperation so that we may provide your child with a rewarding and enriching education experience. **PLEASE TAKE TIME TO READ THIS HANDBOOK THOROUGHLY, THEN SIGN AND RETURN THE SIGNATURE PAGE.**

Please call us for additional information or clarification. We are always happy to visit with you or help in any way possible. Our office is open from 7:30 a.m. until 4:00 p.m.

**Bill Wallace Early Childhood Center- 405-222-6455**

### **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.

### **BILL WALLACE EARLY CHILDHOOD CENTER'S MISSION STATEMENT**

The mission of the Bill Wallace Early Childhood Center is to build a safe and healthy environment that will help each student know and reach high expectations in academics and social skills. All children will help each other be the best student that they can be.

### **School Creed**

As students at Bill Wallace Early Childhood Center, we will help each other learn by being helpful and kind, follow our school's expectations and be the best students we can be.

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 David Cash, Chickasha Public Schools, 900 W. Choctaw, Chickasha, OK, 73018. The telephone is 405-222-6500.

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## SCHOOL HOURS

7:45 a.m.  
7:45-8:30 a.m.  
8:30 a.m.-3:15 p.m.  
3:05-3:15 p.m.

Building will be open for early students  
Breakfast will be served  
Classes  
Pick-up

## ATTENDANCE AND MAKE-UP WORK

(Board Policy FDC-R2) In accordance with the policy of the board of education, this regulation shall govern attendance and absenteeism in grades Kindergarten through six.

- The maximum number of absences during any nine-week period shall be 10. A student absent from class more than 6 times during a nine-week period shall be required, along with the student's parents, to work out an improvement plan with the principal.
- Students who are absent from school shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class.
- **When a student is absent, the parent or guardian should call the attendance office before noon the day of the absence, if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence.**
- Three (3) unexcused tardies will equal one (1) unexcused absence. **Students arriving after 8:20 will be counted as tardy.**
- Students arriving after 9:20 am will be counted absent for the morning. Students leaving school before 2:20 will be counted absent for the afternoon. This will be counted against perfect attendance.

The new truancy law (HB 1975) states upon the 4<sup>th</sup> day or parts of days of unexcused absences within a four-week period or for ten days or parts of days within a semester shall be referred to the District Attorney. The District Attorney has the power to issue citations to parents after their child's fourth unexcused absence.

## ARRIVAL PROCEDURES

Children eating breakfast may arrive at 7:45 a.m. Students arriving before 7:45 a.m. and not eating breakfast will be at school at least 45 minutes before the start of the school day. **THERE ARE NO ADULTS AVAILABLE FOR SUPERVISION BEFORE 7:45.** Students eating breakfast will go directly to the cafeteria and students not eating will be directed to their classroom pods until classes start. (Due to Covid 19 each grade level goes at a different time in the mornings.)

The bus loading zone is on the West side of the building located by the circle drive by the gym. This area is for buses only. Please do not park in this area. **Students are not to be dropped off or picked up in this parking lot.** This area is for staff. Please use the parking lot in front of the school if you must park your car and please make sure not to park in the zone marked "handicapped" or "disabled." Your car may be towed away or ticketed for not obeying the signs.

Morning car drop off will be at the front entrance. To help with the flow of traffic, we are asking **parents to use 17<sup>th</sup> street and travel down Montana to reach the entrance drive of our school.** Students will be helped out of the vehicle and be directed where to go.

## DEPARTURE FROM SCHOOL

**CAR RIDERS**-We are encouraging **parents to enter the school drive by traveling down 17<sup>th</sup> street and going east on Montana to enter the circle drive at the entrance of the school.** We will use double lanes to help load students efficiently. Each student will be given a plate with their name and teacher on it, please have this displayed on the dash of your car so we can see it and bring your student to you. **If you come early to pick up your student, please park in the front parking lot and not in**

**our pick up lanes. The West side of the building is not to be used for pickup. Student would have to cross the bus lane, and that could lead to a dangerous situation. Please help us keep your children safe.**

**BUS RIDERS**-Will exit through the gym on the west side of the building.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT RULE**

Following a mandate issued by the United States Congress in 1986, the U. S. Environmental Protection Agency has established the Asbestos Hazard Emergency Response Act (AHERA) Rule. The AHERA Rule provides guidelines for identification, monitoring, and management of asbestos containing material (ACM) in all public and private schools from kindergarten through twelfth grade.

The Asbestos Inspection and Management Plan are designed to identify any presence of ACM and to provide a program to control those materials and prevent any risk to building occupants. The inspection results and the management plan are on file for public review and may be examined by contacting your building principal or by visiting the administration office at 900 W. Choctaw between the hours of 9:00 a.m. and 3:00 p.m. the days school is in session.

### **ATTENDANCE**

Regular attendance is expected and necessary to prevent students from getting behind in their work. We are required by law to keep a record of reasons for student absences. **Please telephone or send a note stating the reason your child is not in school each time an absence is necessary.** Excessive absences may lead to legal action in compliance with Oklahoma State attendance laws. Upon the 4<sup>th</sup> day or parts of days of unexcused absences within a four-week period, the matter may be referred to the District Attorney.

### **BAD WEATHER**

(Board Policy CKBB) It is the policy of the Chickasha Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized. The school system will inform area radio and television stations. No announcements will be made when school will remain open as usual. You may listen to KOOL 105.5 FM for school closings. "School Reach" will be used to contact parents by mass phone calling. **It is important that all phone changes are made in the office.**

### **BIKE SAFETY**

Students must walk their bikes when they are on school property and sidewalks to and from the bike rack. They will also be required to walk the bike across all cross walks. Bike riders will be dismissed with the walking students and will cross the streets with adult supervision. If these rules are not followed, students will lose their privilege to ride a bike to school. Chickasha Public Schools will not be responsible for lost or stolen bikes; therefore, it is recommended that students bring a lock to secure his/her bike to the rack.

### **BIRTHDAY OR PRIVATE PARTIES**

No invitations for private parties are allowed to be distributed, unless the whole class is included.

### **BREAKFAST AND LUNCH PROGRAMS**

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 before students can receive free or reduced meals. Parents may make application at any time during the school year. **Meals must be paid for until notification of approval has been received by the parent. Only one application is required per family but all student names in the household must be listed showing the school attending, grade and birth date for each student. This family application should be turned into the school of the youngest child.** Students who qualify for free or reduced lunches also qualify for free or reduced breakfasts. Should you

have a change in your family income or household size you may complete a new application at any time. Contact your school lunch fund attendant, principal, or the food department at 222-6573 for assistance.

Students may eat the school prepared meals or bring lunches. For your convenience, we would encourage pre-purchasing meals in the morning before school. Students' lunches may be purchased daily, weekly, monthly or in the amounts you wish. There is no limit on the meals that may be purchased at one time. (Suggestion for sending lunch money with children – put it in a sealed envelope with your child's name on it.) A refund can be made at parent's signed request. Weekly lunch statements will be sent home if your child has less than the cost of one lunch left on their account.

## **ELEMENTARY SCHOOL CHILD NUTRITION**

### **All meals are free at this level**

In accordance with the Federal Healthy Kids Act, we strongly discourage students from bringing soft drinks in their lunches. Instead, we encourage students to make healthy choices when selecting items for their lunches.

## **BULLYING, INTIMIDATION AND HARASSMENT POLICY**

(Board Policy FNCD-R) Harassment is intimidation by threats of or actual physical violence, the creation by whatever means of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, creed, color, national origin, religion, marital status, gender, sexual orientation, or disability.

As used in the School Bullying Protection Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another person's property, place another student in reasonable fear of harm or damage to his/her property, or insult or demean any person or group in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include but are not limited to, gestures, verbal, written or physical act. Such behavior is prohibited.

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

- A. Harm another student
- B. Damage another student's property
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Any student exhibiting harassment, 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, or a 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 either (a) document the incident and place the student on probation if found in violation of above policy, or (b) implement one or more of the following intervention procedures if they have violated the above policy:
  - A. Conference with student
  - B. Conference with parents
  - C. In-School suspension
  - D. Detention
  - E. Referral to counselor
  - F. Behavioral contract

- G. Changing student's seat assignment or class assignment
- H. Requiring a student to make financial restitution for damaged property
- I. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- J. Restriction of privileges
- K. Involvement of local authorities
- L. Referring student to appropriate agency
- M. Suspension
- N. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in class field trips.

### **BUS TRANSPORTATION**

All bus riders will ride the buses home daily unless communication from the legal guardian or parent is received in the school office. **Other students may not ride the buses home with bus riders unless the principal has given prior approval. If transportation changes are needed, please call the office before 1:30 to ensure the message is given to the student and teacher.**

Transfer students are not given bus transportation privileges. If your student is attending our school on a transfer it is the parents' responsibility to prove transportation to and from school.

### **CLASSROOM PARTIES**

Two class parties are held during the year. These parties will be in December and February. If for any reason you object to your child participating in these parties please contact the teacher.

Classes may have additional parties to celebrate goals accomplished and special rewards. These do not always coincide with the times and dates of traditional parties of the past.

### **All food must be in prepackaged containers.**

(Board Policy CO-R4) It is the policy of the board of education that any food brought to the school for such celebrations not be home-prepared. Food should be store-purchased and properly sealed and protected. The seals and wrappings of store purchased food items and drinks should be removed at school and distributed under the direction of the classroom teacher or his/her designee.

We suggest healthy food replace sweets.

### **DISCIPLINE POLICY**

(Board Policy FO) The Chickasha Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms.

The 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 the parent or guardian to control and discipline a child while in attendance at school, school sponsored activities, or being transported to or from school or 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 teacher 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. 6-114, School Laws of Oklahoma).

### **CONDUCT AND DISCIPLINE PROCEDURES**

The staff at each elementary site works together to make discipline as fair and consistent as possible. Disciplinary actions depend on the nature, frequency, severity, and situation of student misbehavior. Students are expected to obey the rules and all adults responsible for their care. Desirable conduct is

rewarded and students should learn that there are positive consequences for good behavior just as there are negative consequences for inappropriate behavior.

Teachers are responsible for establishing rules with students and handling behavior problems. Teachers inform the principal and parent when repeated dangerous or severely disruptive conduct occurs. The principal may initiate immediate disciplinary actions if needed or when previous consequences used by the teacher have been unsuccessful.

Students have the right to learn free of unnecessary distractions in a safe and orderly environment. The following rules exist in order to insure these conditions.

**General Rules:**

1. The school belongs to you. Show respect for the property by helping to keep all areas inside and out free from ugly marks and graffiti.
2. Show respect for yourself and others by courteous and mannerly actions toward everyone and by taking care of both yours and others property.
3. Use all facilities, equipment, and fixtures appropriately.

**Playground Rules:**

1. Use all playground structures correctly and safely. Specials teachers will instruct students in the proper use of all equipment and in playground safety during the 1<sup>st</sup> two weeks of each school year. Students will be expected to follow their guidelines throughout the remainder of the year.
2. Stay inside the fence and play in the areas indicated by the playground teachers.
3. Be courteous and respectful toward everyone. **You can't say you can't play.**
4. Obey the directions of the playground teacher.
5. Go down the slide, not up
6. Nothing brought from home can be played with on the playground. (Show and tell items stay in backpacks)
7. Dirt, rocks, playground cover, sticks or other objects are not to be thrown.
8. Students will not be allowed to play tag.
9. Teams, gangs, clubs and similar groups are not allowed during recess or any time during the school day.
10. Coats, jackets or extra shirts must be worn all time. If the child gets warm, they tie the jacket around their waist.
11. **BE KIND, BE SAFE, AND BE RESPONSIBLE**

**Lunchroom Rules:**

1. Our cafeteria is a non- talking zone. Students are expected to eat and not talk.
2. Students may not trade food or eat from one another's lunches.
3. All food must be eaten in the cafeteria or thrown away.
4. Carry your plate with two hands and watch where you are going.
5. Follow the dismissal procedures of the teachers on duty.

**One or more of the following measures may be taken:**

1. The student may be held at noon, recess or after school detention. (The teacher or principal will notify the parent prior to after school detention).
2. The student may be isolated from his/her class for a portion or all of the day.
3. A conference with guardians may be scheduled.
4. The student may be sent home for the remainder of the day.
5. The student may be suspended from school for one day and/or up to an entire semester for severe misconduct as stated in the District Discipline Policy. For students suspended up to 10 days, assignments will be made available to parents 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 at the end of the suspension period. The student will be allowed to complete tests that were administered during the suspension period.



6. Shadowing – Parents will be required to accompany their child throughout the day.
7. Restitution – Anyone damaging school property or the property of others will be required to repair, replace or make restitution for the damages.

The principal or designee reserves the right to administer any consequence appropriate to the misbehavior.

## **CONSEQUENCES**

Level 1 offenses to include but not limited to:

Not being kind with words and actions; not completing assignments; disrupting the learning environment; and not following classroom rules as determined by the teacher and posted in the classroom.

- Follow classroom consequences as determined by the teacher and posted in the classroom;
- Office visit may result for repeated offenses where appropriate consequence will be determined.

Level 2 offenses to include but not limited to:

Disrespect of authority; unruly conduct that disrupts the learning environment; lying/cheating; and inappropriate language and conversation.

- Teacher is notified and follows policy put in place in the classroom including but not limited to notification of parent;
- Discipline report to the office;
  - Parent contacted and appropriate disciplinary action taken;
  - Parent contacted along with 2 days of ISR or 1 day of suspension;
  - With each repeated offense suspension will be doubled.
    - In addition, with each offense student maybe required to attend weekly group or individual counseling sessions with regard to the specific offense for a period of time to be no less than but not limited to 3 sessions per offense.

Level 3 offenses to include but not limited to:

Theft and fighting.

- Parent contacted along with 3 days of ISR or 2 day of suspension;
- With each repeated offense suspension will be doubled.
  - In addition, with each offense student maybe required to attend weekly group or individual counseling sessions with regard to the specific offense for a period of time to be no less than but not limited to 3 sessions per offense.

Level 4 offenses to include by not limited to:

Bullying/Intimidation/Harassment Policy, Drug Free Schools, and Weapons violations will follow Board Policy as referenced in this student handbook.

### **\*Assault of Teachers, Coaches, Staff Members, or Administrators:**

1<sup>st</sup> offense-Up to one semester suspension

2<sup>nd</sup> offense-Up to one year suspension

**\*Assault of Students:** Willful and malicious attack of another student for the purpose of inflicting physical harm or, the instigation thereof:

1<sup>st</sup> offense-Up to 20 days out-of-school suspension + 5 days ISR

2<sup>nd</sup> offense-Up to suspension for the current semester + the next semester

3<sup>rd</sup> offense-Up to suspension for the remainder of the year + the next year

**\*Authorities and Parents will be contacted for each offense\***

### **Felonious Act**

Any student involved in a felonious act and/or theft (other than drug abuse) while under school supervision or on school property will be subject to the following procedures:

1. Any such act will be reported to the Chickasha 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.

#### Vandalism

Any student involved in any acts of vandalism to the property of the Chickasha Public Schools shall be subject to the following procedures:

1. Any act of vandalism will be reported to the superintendent of schools, the police, the district attorney, and the parent(s) or guardian(s) of the student(s). The liability of parents in such instances is found in 23 O.S., 10.
2. The Chickasha Public Schools shall request the district attorney's office file appropriate charges based upon a signed complaint.
3. The student(s) shall 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 shall not be allowed to return to school in any event until arrangements for restitution are made with the school authorities.

***Each elementary site reserves the right to consider differences in individual and classroom applications.***

#### **DISCIPLINE PROCEDURES FOR BUS RIDERS**

In accordance with the policy of the board of education (FFFF-R1), the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for 5 days; the second suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are paid.
6. 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 as they would a teacher. Failure to follow the bus rider rules will be dealt with as follows:
  - 1<sup>st</sup> Offense: The student will be reported to the principal on an approved bus misconduct report. The principal will hold a conference with the student. The principal will explain the seriousness of the action to the student and the disciplinary consequences that will occur if the misconduct is not curtailed. Parental contact will be made at this step.
  - 2<sup>nd</sup> Offense: The student will be placed behind the driver for a week
  - 3<sup>rd</sup> Offense: The student will be removed from riding the bus for one week
  - 4<sup>th</sup> Offense: The student's misconduct will be reported on an approved bus misconduct report to the respective student's building principal. A conference will be held with the student's parent and the building principal (or designee). Punishment at this level will

result in the loss of bus riding privileges for not less than twenty (20) days or more than two (2) semesters.

7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
8. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passengers can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
9. Elementary school students waiting at the high school until school dismissal must remain in the bus.
10. If a student is denied transportation for any reason, the parent(s) will be notified as soon as possible. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

#### Video cameras on school buses:

The school buses of the Chickasha Public Schools are equipped with on-board video recording cameras to monitor student behavior and assist the district in providing safe transportation to and from school. The school district will use video cameras in conjunction with driver observation to enforce school bus rider rules. Cameras are rotated among buses. Students should be aware that their actions may be recorded at any time during their ride on a school bus.

#### **DISMISSAL AND EARLY CHECK-OUT**

We encourage you to try and schedule your child's doctor and dental appointments after school. All children leaving school early must be checked out through the office. (**No early dismissals unless approved by the office**). Please do not interrupt the class in progress. We will call the student to come to the office before leaving school.

All bus riders will ride the buses home daily unless communication from the legal guardian or parent is received in the school office prior to 1:30 pm daily.

- **Other students may not ride the buses home with bus riders unless prior approval has been given by the principal.**
- **Students will not be permitted to change their going home procedures (indicated by parents and guardians upon enrollment) unless the school office has been notified by the parent or guardian before 1:30 p.m.**
  - (For example: a child who regularly rides a bus home from school will be sent home every day on the bus unless the parent or guardian contacts the office and informs us differently).
- In order to ensure the safety of our students, **we must have a note or phone call from the parent or guardian before we will allow a child to leave school with someone else.**
- If your child is going home with another student, both students must bring a note from their parents.

These measures are for the safety of the students. We appreciate your assistance in helping us keep our children safe.

#### **DRESS CODE FOR STUDENTS**

Board Policy FNCA) The principals of the respective schools and grade levels are authorized by the board of education to enforce standards of appropriate dress in their respective buildings. Principals should seek the cooperation of parents in solving specific problems in this area, but the decision of suitable attire and grooming rest with the principal.

Elementary students participate in a number of physical activities. They attend PE and recess daily. It is recommended that girls wear shorts under their dresses. We also suggest that students wear shoes in which they can run, exercise and play. It is hard to participate in PE activities wearing heels or flip flops.

Correct clothing has a definite effect on a student's attitude toward studying, behavior and concentration. Extreme fashions and hairstyles make children self conscious and interfere with their ability to work. Body piercing, clothing, and appearance should not interfere with the learning environment.

- Clothing shall not display lettering, pictures, numerical figures which carry the connotation of immorality, vulgarity, obscenity, and/or drug and alcohol use.
- Any display of nudity or manner of dress or grooming which is offensive will be corrected immediately.
- Skin tight clothing, mesh tops, and strapless shirts or dresses are prohibited, as are midriffs or short shirts which reveal the torso.
- Shorts and skirts may not be shorter than the student's longest finger tip when arms are held straight down by the student's side.
- Hats, caps, and any type of dew-rags or sunglasses may not be worn in the building.
- Shoes must be worn at all times. (No cleats or skate shoes).
- **NO SAGGING ALLOWED.**
- Suspenders and straps must go over both shoulders and be fastened.

Inappropriate dress could result in a call to parents/guardians requesting that additional clothing be brought to school.

### **DRUG FREE SCHOOLS**

(Board Policy FNCF) Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

Drug Paraphernalia: possession of any article used for taking drugs or in selling drugs:

1<sup>st</sup> offense: 5-10 days out of school suspension.

2<sup>nd</sup> offense: 10 days out of school suspension.

3<sup>rd</sup> offense: Suspension for one semester.

### **ENROLLMENT: IMMUNIZATIONS AND BIRTH CERTIFICATES**

Immunizations (Board Policy FFAB)

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

Immunizations which are required by state law are: 5 DPT (Tetanus, Diphtheria, Whooping Cough) unless the third dose was received after the child's fourth birthday; 4 polio; 2 MMR (measles, mumps, and

rubella); students must have 3 doses of Hepatitis B, 2 doses of Hepatitis A, 1 dose of Varicella (chicken pox) - unless the student has already had the disease - before they enter school.

Immunizations are provided FREE at the Grady County Health Department, which is located in the small building east of Grady Memorial Hospital. Check with the Grady County Health Department about days and hours this service is available.

#### Birth Certificates

An official copy of the child's birth certificate must be presented at time of enrollment.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

(Board Policy FL-R) In the course of a student's education, the school district will keep records deemed necessary to provide programs to meet his/her needs and interests. The Chickasha Public Schools and Procedures related to these records meet the provisions of the Family Educational Rights and Privacy Act (FERPA).

Parents and eligible students have the following rights under the FERPA Policy:

1. The right to inspect and review the student's educational record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

It is the intent of the Chickasha Public Schools to limit the disclosure of information contained in a student's educational records except: (1) by prior written consent of the student's parent/guardian or student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

The FERPA Policy is located in the Superintendent's Office at the Chickasha Administration Building on 9<sup>th</sup> and Choctaw Avenue. The building is open between 8:00 a.m. and 4:00 p.m., Monday through Friday, except designated holidays. Copies are also available during normal school hours in the principal's office. A translator/interpreter will be provided upon request.

### **CHILD FIND NOTICE**

Under the Individuals with Disabilities Education Act and other federal laws, public school districts must make a free appropriate public 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 deafness, intellectual disabilities, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech or language impairments, traumatic brain injury, and visual impairment including blindness. Chickasha Public Schools is trying to find children 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 Robyn Morris at 222-6500.

### **FIELD TRIPS**

(Board Policy EFD-R1) Students attending field trips are expected to follow all school rules and behave in a manner that positively represents Chickasha Public Schools.

General Regulations:

- Written permission of parents or guardians is required for the participation of students in all field trips which extend beyond the boundaries of the district or which require transportation.
- Students who have not received parental authorization will remain in school in a class assigned by the principal.
- Appropriate education experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip.
- Students on field trips shall obey rules listed for students on regular school bus routes.

- A student may be denied going on an education field trip because of academic deficiencies, behavioral, or other disciplinary reasons, as determined by the principal or the principal's designee.
- Students going on field trips should be counted as present and permitted to make up any regular school work that has been missed.
- Student safety shall be of primary consideration during the field trip.
- Students are expected to ride the school bus to the field trip.
- Parents may follow in their car.
- Parents are encouraged to attend and assist with their child's field trip. In order to help with this process parents should not bring other children with them on the field trip.
- Notify your child's teacher in writing prior to the trip if your child will be riding home with you instead of riding the bus back to school.
- Children will not be allowed to leave with any parent but their own without prior approval from the building administrator.

### **SAFETY DRILLS**

(Board Policy CK) Ten safety drills will be conducted each school year.

1. Lockdown Drills : A minimum of two lockdown drills shall be conducted at each site. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent mitigate injuries or deaths that may results from a threat on or near the school.
2. Fire Drills: Each site shall conduct a minimum of two fire drills per school year. Each fire drill shall be conducted within the first fifteen days of each semester. The drills shall include the sounding a distinctive audible signal designated as the fire alarm signal.
3. Intruder Drills: Each School site shall conduct a minimum of two intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as a alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen days of each semester.
4. Tornado Drills: Each School site shall conduct a minimum of two tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
5. Safety Drills: Each school site shall conduct a minimum of two safety drills per year that can consist of any of the aforementioned drills.

### **GRADING SCALE**

The grading scale for all grades will be a checklist of skills mastered.

### **GRADE PLACEMENT – PROMOTION/RETENTION**

(Board Policy EIA-R4) Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Decisions to promote or retain student shall be based on the criteria outlined in district policy and upon what is judged by the teachers and administrators to be in the best interest of the child. Parents will be informed in writing of these considerations and decisions.

Whenever a teacher or teachers recommend that a student be retained in a grade or not passed in a course and the parent or guardian is dissatisfied with the recommendation, the parent/guardian 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 conference. The appropriate timeline must be followed. The decision of the Board shall be final.

(Board Policy EIAE-P) Proficiency based testing will be available upon request to give students the opportunity to demonstrate proficiency of state competencies. Students must demonstrate proficiency at 90% level to advance to the next level of study in the curriculum area(s). This decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents in making any such promotion/acceleration decisions.

The opportunity for proficiency assessment will be provided two weeks each school year. The test weeks will be the third week in June and the last week in December.

### **No More Social Promotion**

Beginning with the students entering the first grade in 2011-2012 school year, if the reading deficiency of a student, as identified based on assessments administered as provided for in section B of this section is not remedied by the end of third grade, as demonstrated by scoring at the **unsatisfactory** level of the reading portion of the **third-grade criterion-referenced test** administered pursuant to Section 1210.508 of this title, **the student shall be retained in the third grade.**

### **GUIDANCE AND COUNSELING**

The purpose of the guidance and counseling program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. We accomplish this by helping students feel at home with all the staff and other students, by providing individual and group conferences when deemed necessary, and through communications with parents, teachers, and students.

A full time counselor will be available to assist you and/or your child. You may call at anytime to set up an appointment.

### **HEAD LICE**

Any student with head lice will be prohibited from attending the Chickasha Public Schools and cannot return to school until treatment and verification by a staff member or **appropriate health care provider that the child rid of lice.**

(Board Policy FFA-E1) By the time you learn that one member of your family has lice, they may already have spread to others in the family. Therefore, it is essential that you do the following at once:

- Inspect each member of your family daily for at least two weeks. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp, you will see small, whitish eggs firmly attached to the hair shaft, especially at the nape of the neck and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from the hair while the eggs are not removed easily even by pulling. A fine-toothed comb is often needed to remove the nits.
- If other members of your family become infested, treat them also.
- Wash all personal clothing (including underwear and pajamas) and bedding (sheets, blankets, pillowcases) of all family members in hot water or by dry cleaning those that have been used in the last two weeks.
- Thoroughly wash combs and brushes in hot soapy water to disinfect.
- Use clean towels for each person.
- Vacuum mattresses, rugs, sofa, etc. thoroughly, or spray house thoroughly with R & C Spray.
- Rinsing hair with vinegar after shampoo makes nit removal easier.
- Repeat shampoo and house cleaning procedures in 7 – 10 days.

Shampoos to use in treatment of Head Lice:

Prescription: Kwell, Scabene

Non-Prescription: A-200, R & C, RID, Triple X, Cuprex

### **HOMEWORK POLICY**

Philosophy: There are perhaps no more important homework assignments than those given to children during their early years. Experiences with those first assignments can influence their attitude toward homework for years to come. Research in education shows that homework is a major factor in the academic success or failure of a student. Effective homework can reinforce what is taught in the classroom, improve student performance, help students develop good study habits, and provide an important day-to-day communication line between home and school. The homework process helps students learn to work on their own, follow directions, begin and complete a task, manage their time, and work to their full potential. Homework is the time students spend outside of the classroom engaged in assigned activities to practice, reinforce, or apply newly acquired skills. Homework also helps students learn skills necessary for independent study.

Purpose of homework:

1. Practice. When students are assigned homework for practice it will be structured around content with which students have a high degree of familiarity. The work will pertain to curriculum that has been done during the week, or work that the teacher feels the class may need additional reinforcement.
2. Preparation or elaboration. When homework is assigned to students for preparation or elaboration its purpose will be to prepare the students for new content or to have them elaborate on content that has been introduced.
3. Unfinished class work. Due to the varied work speed of individual students, anything assigned during the school day becomes homework if not completed during class. Please note that ample time is given to finish most assignments in class.

Guidelines for parents regarding homework:

1. Students are expected to read every night.
2. Although there might be some exceptions, the minutes your child should spend on homework should equal approximately 10 times her grade level. (A first grader would spend 10 minutes, a third grader, thirty minutes, and so on.)
3. Help set up a consistent organized place for homework to be done.
4. Help your child establish either a consistent schedule for completing homework or help him create a schedule each Sunday night that reflects that particular week's activities.
5. Encourage, motivate, and prompt your child, but do not sit with her and do the homework with her. The purpose of the homework is for your child to practice and use what she has learned. If your child is consistently not able to do the homework by herself, please contact the teacher.
6. If your child is practicing a skill, ask him to tell you which steps are easy for him, which are difficult, or how he is going to improve. If your child is doing a project, ask him what knowledge he is applying in the project. If your child is consistently unable to talk about the knowledge he is practicing or using, please call the teacher.
7. When bedtime comes, please stop your child, even if he is not done.

Guidelines for students regarding homework:

1. Take the homework home.
2. Complete the homework.
3. Bring the homework back to school.

Guidelines for teachers regarding homework:

1. Inform parents of individual classroom homework policies and procedures.
2. Discuss individual classroom homework policies and procedures with students.
3. Determine the homework assignment.
4. Check homework assignments and provide feedback to students.
5. Positively reinforce students who complete homework.
6. Contact parents when the student does not complete homework on a regular basis.

### **ILLNESS**

Students with a temperature of 100 degrees or more must go home and not return until they have been free of fever for 24 hours. Students who are experiencing vomiting or diarrhea must also wait 24 hours



before returning to school. When children are sick, they should remain at home to keep infections from spreading. This does not include sniffles and coughs due to allergies.

Any child afflicted with a contagious disease may be prohibited from attending Chickasha Public Schools, and cannot re-enter school until treatment and verification that the child is not still infected.

Parents of children who become ill or have an accident during the school day will be contacted. If parents can not be reached, the emergency numbers will be called. **Please be sure that your child's emergency information is complete and accurate.**

### **INTERNET POLICY**

(Board Policy EFBCA) The Chickasha Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that proves access to significant educational materials and opportunities.

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

Each student must agree to follow the district Acceptable Use and Internet Safety Policy and be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who does not return the policy as directed with the signatures of the student and his/her parent or guardian.

### **LEGAL NAME**

The child's legal name must appear on all written records. These include cumulative folders, attendance records and other school documents. We will honor your wishes in calling the child by another name.

### **LIBRARY SERVICES**

The library will open at 8:30 a.m. and remain open throughout the day until 3:00 p.m. Students are encouraged to use the library as much as possible. When a student visits the library, he/she should first get permission from the teacher and then inform the librarian about his/her particular needs.

The library contains a wide variety of materials, covering a wide spectrum of topics. Some topics which may be appropriate for some are not always appropriate for others. Please be aware that at any time a student selects a book either on purpose or unknowingly, which proves to be too difficult or in which the content is unpleasing or inappropriate for that student, he/she may return it immediately and select a different book. A student will not be forced to check out books, for the purpose of leisure reading, that he/she feels is inappropriate, either by level or content. There is a wide variety of reading materials to choose from in the elementary media centers.

Students will be supervised by an adult during any usage of the Internet. If textbooks or library books are lost or damaged beyond reasonable use, parent/guardians will be charged the full replacement price.

### **LOST AND FOUND**

Articles found in and around school should be turned into the office where the owners may identify and claim their property.

**Please mark all outdoor and loose clothing with your child's name.** Many lost items are never claimed by their owners. All unclaimed articles will be donated to a charitable organization at the end of the school year.

### **MEDICATION**

(Board Policy FFACA) **Medication is not to be sent to school with students. Parents/Guardians must bring medication in to the office.**

Prescription medication must be in a container that indicates the following:

- student name,
- name and strength of medication,
- dosage and directions for administration,
- name of physician or dentist,
- date and name of pharmacy, and
- Whether the child has asthma or other disability, which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- purpose of medication,
- time to be administered,
- whether the medication must be retained by student for self-administration,
- termination date for administering the medication, and
- other appropriate information requested by the principal or the principal's designee.

Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and have been instructed in the proper method of, self-administration of medication.

Cough drops and loose pills, not in original containers will not be given to students. **STUDENTS MUST NOT TRANSPORT MEDICATION.**

### **MOMENT OF SILENCE**

(Board Policy EMI) It shall be the policy of this Chickasha Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

At the beginning of each school day in which students are present at school, the district shall observe one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

### **PARENT CONFERENCES**

It is very important for parents and teachers to keep in close contact and communicate on a regular basis in order to support one another and our students in their educational efforts. Through parent conferences, parents and teachers become better acquainted and can share information about students. Parent conferences are held at the end of the first and third nine weeks. Selected conferences will be held the fourth nine weeks. School is dismissed during these times so teachers may give parents their undivided attention without interruption. Other conferences may be initiated during the school year as needed by parent, teacher, or principal. You may arrange for additional conferences with your child's teacher by contacting the teacher or school office.

### **PARENT GRIEVANCE PROCEDURE**

(Board Policy GFB) The Chickasha Board of Education recognizes that parents may have a grievance they wish to discuss with the district. However, it also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

- If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit the teacher in an effort to resolve the grievance.

- If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal.
- If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent.
- If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. Parental grievances shall not be heard in executive session. The board's action shall be a final determination of the grievance.

### **PARENT TEACHER ORGANIZATION**

(Board Policy GGAB) Parent-teacher organizations shall be encouraged as a means of developing understanding between the home and the school. The Chickasha Board of Education wholeheartedly encourages and supports organized PTA units, as well as a coordinating city council PTA. Assistance in formulating well-organized units, cooperating in planning activities, projects, and school programs, and in general simulating good parent-teacher relations is a function shared by each certificated teacher in the school system.

### **PERSONAL ITEMS**

The only time students should bring toys, games, or other personal items to school is when instructed to do so by their teachers. This privilege may be revoked at any time if the student chooses not to follow the directions of his/her teacher or play ground supervisors. Items that are brought to school without prior permission will be held in the office for the parent to pick up. Chickasha Public Schools will not be responsible for these items. **Play guns or knives are not permitted at school and may result in disciplinary action including suspension.**

### **READING SUFFICIENCY**

The reading goal for Oklahoma public schools is as follows:

*By July 1, 2008, and each year thereafter, all third-grade students will read at or above grade level by the end of their third-grade year, excluding up to fifteen percent (15%) of those students who have an individualized education program (IEP), pursuant to the Individuals with Disabilities Education Act (IDEA), and excluding those students who are English language learner who have been determined not to be proficient in English as defined by a state-designated English proficiency assessment.*

(Board Policy EKBA) Reading sufficiently testing will be conducted in the Chickasha Public Schools to ensure that each student has attained the necessary reading skill upon the completion of the third grade. Each student enrolled in kindergarten, first, second and third grades of the public schools of this state shall be assessed by multiple, on-going assessments for the acquisition of reading skills for the grade level in which that student is enrolled.

Any student who is assessed and found not to be reading at the appropriate grade level shall be provided a **Program of Reading Instruction** designed to enable the student to acquire the appropriate grade level reading skills.

The **Program of Reading Instruction** shall align with OASS and may include, but is not limited to:

1. Sufficient additional in-school instructional time for acquisition of phonological awareness, phonics, spelling, reading fluency, vocabulary, and comprehension;
2. If necessary, tutorial instruction after regular school hours, on Saturdays and during summer; however, such instruction may not be counted toward the one-hundred-eighty-day school year; and,
3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, phonics, spelling, reading fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction.

A teacher who determines a third-grade student is unable to meet competencies required for reading for the completion of third grade and promotion to fourth grade, may have the authority, after consultation with the parent or guardian of the student, to recommend that the promotion of the student to the fourth

grade is contingent upon the participation in and successful completion of the required competencies for reading by the student at a summer academy or other program. If the student does not successfully complete the competencies in the summer academy or other program, the student may be retained in the third grade.

### **SCHOOL VOLUNTEERS**

(Board Policy EEI) The Chickasha Board of Education encourages the use of volunteers in the classroom and schools of the district, provided the individuals are approved by the principal of the building and are part of the school district's approved volunteer program.

### **SEARCH OF STUDENTS**

(Board Policy FNF-R) The superintendent, principal, teacher, or security personnel of this school may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

### **SEXUAL HARASSMENT**

(Board Policy FB) Student sexual harassment is prohibited in the Chickasha Public Schools. Sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment.

It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

- A. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher.
- B. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

### **STUDENT SAFETY**

Every effort is made to protect our children at school. You can help in this area by doing the following:

- 1. Show your child the route to and from school whether walking or bike riding.
- 2. Make sure your child knows his/her address, phone number and the address and phone number of your sitter, a relative or someone we can contact in case of an emergency.
- 3. **Make sure this information, your employment site, and appropriate phone numbers are current on our school records. Call the school to update this information should there be changes.**
- 4. Tell your children what to do when you are late picking them up or if you can't be at home when they arrive so they will know what to do and will not be frightened.
- 5. Caution your child not to leave school during the day and not to leave or ride with strangers.

### **TARDINESS**

Students are considered tardy when they arrive one minute after starting times (8:20 a.m.) or when they leave school before the end of the day (3:05 p.m.). They are counted absent for the portion of the day they miss. **Students arriving late need to be checked into the office by an adult before going to class.**

Three (3) unexcused tardies will equal one (1) unexcused absence. One (1) unexcused absence due to tardies will affect a student's opportunity to obtain perfect attendance.

Students arriving after 9:20 am will be counted absent for the morning. Students leaving school before 2:20 will be counted absent for the afternoon. This will be counted against perfect attendance.

### **TELEPHONE**

The school phone is a business phone, and students are permitted to use the phone for emergencies and important messages. Students should make after school plans with you in the morning, not over the phone from school.

Except for emergencies, teachers will not be called to the telephone during class. If you need to talk to a teacher, leave your name and number and the call will be returned.

#### Wireless Telecommunication Devices (Board Policy FNG)

A student may possess a wireless telecommunication device on campus during regular school day. It is the policy of the Board of Education that no student shall use a wireless telecommunication device, while said pupil is on school premises during a regular day. A pupil may use a wireless telecommunication device upon prior consent of both a parent or guardian and school principal upon showing medical necessity or any other appropriate circumstances.

Any violation of this policy shall result in disciplinary action.

1<sup>st</sup> offense – Warning.

2<sup>nd</sup> offense – Phone taken and must be picked up by a parent or guardian.

3<sup>rd</sup> offense – Building principal will assign appropriate discipline.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. In no case will a device be allowed which has the capability to take “photographs” of any kind.

#### TEXTBOOKS

Textbooks are furnished free. If textbooks or library books are lost or damaged beyond reasonable use, parent/guardians will be charged the full replacement price.

#### TITLE I SCHOOL-WIDE PROGRAM PLAN/PARENT PARTICIPATION POLICY

Title I Mission Statement: Title I, Part A of the Elementary and Secondary Education Act of 1965 (reauthorized in the No Child Left Behind Act of 2001) provides local educational agencies (LEAs or school district) with extra resources to help improve instruction in high-poverty schools and ensure that poor and minority children have the same opportunity as other children to meet challenging State academic standards.

Each elementary site will distribute a copy of their Title I Plan/ Parent Participation Policy to parents of children served by this school site. Each site will convene an annual meeting to inform parents of their school's Title I Plan/Parent Participation Policy. Activities will be planned at convenient meeting times to involve parents in their child's education. Parents will be utilized in many volunteer activities as deemed appropriate at the district and site level. (Board Policy EHBDB)

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a “School-Parent Compact” outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards.

#### TOBACCO FREE SCHOOLS

(Board Policy CKDA) All Chickasha Public Schools grounds are tobacco free. No tobacco use is permitted on school grounds. It is the policy of the Chickasha Board of Education that all use of tobacco products is prohibited in all school-owned buildings, and in school vehicles that transport students. This policy pertains to all school buildings, office buildings, gymnasiums, outbuildings, and any other structure similarly used and/or leased by the district to other community agencies. The Tobacco-Free Schools Policy shall apply to all school employees, students, visitors, and spectators, and shall be enforced 24 hours per day.

#### VISITORS

(Board Policy GJ) The Chickasha 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 work and learning, certain limits must be set on visitations and on visitors. The building principal is

responsible for all persons in the building and on school grounds. For these reasons, 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.
- Parents or citizens wishing to observe a classroom while school is in session are requested to arrange such visits in advance with the teacher so that class disruptions are minimized.
- Teachers are not expected to take class time to discuss individual matters with visitors.
- School visitations during regular school hours by students who are not enrolled in the Chickasha Public Schools are prohibited. Any exceptions to this policy shall be approved by the building principal.
- It is the policy of the board of education that all visitors to any school facility obtain a visitor’s pass at the building principal’s office. Parents are requested not to send or allow siblings to visit students in the classroom.

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. When a person is being ordered from school premises, the designated authority may seek the assistance from law enforcement. 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.

### **WEAPONS IN SCHOOL**

(Board Policy FNCG) The Chickasha Board of Education has determined that possession of any type of weapon at school is detrimental to the welfare and safety of the students and school personnel within the district.

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

For the purposes of this policy weapons shall be categorized and defined as follows:

**Class I Weapons:** Any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, including but not limited to pistols, guns, rifles and shotguns; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device, including but not limited to, explosive or incendiary devices.

**Class II Weapons:** Any device reasonably considered to be a dangerous weapon not listed in Class I Weapons; including but not limited to, daggers, knives, ammunition, hand chains or metal knuckles.

**Class III Weapons:** Any other object reasonably considered to be a weapon, including but not limited to, facsimiles or counterfeits of any Class I or Class II weapons defined in this policy.

Any student found to be possession of a Class I weapon shall be suspended for a period of not less than one school year, which suspension may be modified by the Superintendent or his/her designee to not less than one semester on a case-by-case basis.

Any student found to be in possession of a Class II weapon shall be suspended for a period not less than 10 days, five (5) days for students in grades ten through twelve. A longer suspension may be imposed for a second offense. (five days for grades 10-12) occurring during the same school year.

Any student found to be in possession of a Class III weapon may be suspended for a period not to exceed 10 days for a first offense, 5 days for grades 10-12. A longer suspension may be imposed for a second offense occurring during the same school year.

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

#### **WITHDRAWAL FROM SCHOOL**

(Board Policy FEXX) If you are moving and your child will no longer be attending this school, please let us know. All district-owned books, supplies, equipment, etc, must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office.

#### **CHICKASHA PUBLIC SCHOOL DISTRICT NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

6. The right to inspect and review the student's education records within 45 days from the day the School receives a request for access. Parents or eligible students should submit to the School principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
7. 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. Parents or eligible students who wish to ask the School to amend a record should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the school as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
8. The right to privacy of personally identifiable information is the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator supervisor, instructor, or support staff member (including health staff); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with 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, D.C. 20202-8520.



**Chickasha Public School District**  
**Directory Information Notice**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" with written consent, unless you have advised the District to contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from our child's education records, in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1065 (ESEA) to provide military recruiters, upon request, with three directory information categories – Names, addresses and telephone listings – unless disclosed without their prior written consent.

The School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records with a pin password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

The School District will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items that refuse to permit the School District to designate as directory information about that student within two weeks of receiving the notice. At the end of the two-week period, each student's records will be appropriately marked to indicate the times the School District will not designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

**CHICKASHA PUBLIC SCHOOL DISTRICT**  
**PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities.

These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes
- Illegal, anti-social, self-incrimination, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents;
- Income, other than required by law to determine eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. The School District will provide parents, within a reasonable period of time prior to the administration of any surveys and activities, notification of the surveys and activities and an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfer from parent to any student who is 18 years old or an emancipated minor under state law.)

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Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ I have read and explain the BWECC Handbook to my child and we have discussed the expectations and procedures.