

# CHICKASHA MIDDLE SCHOOL



## STUDENT HANDBOOK 2019-2020

1000 South 9<sup>th</sup>  
Chickasha, OK 73018

Website: [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us)

Phone: 405.222.6530    Fax: 405.222.6594

Debby Davis, Principal  
[ddavis@chickasha.k12.ok.us](mailto:ddavis@chickasha.k12.ok.us)

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## Success for All - Now and Tomorrow



# Chickasha

## PUBLIC SCHOOLS

CMS Office Hours: Monday-Friday  
7:00 A.M.- 3:30 P.M.

900 W. Choctaw  
Chickasha, OK 73018

Phone: 405.222.6500  
Fax: 405.222.6590

District Website: [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us)

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### ADMINISTRATION

Jennifer Stegman  
Dr. Kim Haney  
Pam Ladyman  
Jerry Don Bray  
Dan Turner  
Harold Johnson

Interim Superintendent/CFO  
Executive Director of Curriculum and Instruction  
Director of Special Services  
Director of Student Activities  
Director of Maintenance and Facilities  
Transportation Manager

### BOARD OF EDUCATION

Zack McGill  
Robyn Morse  
Laurie Allen  
Cara Gerdes  
Dr. Christy Clift

President, Seat 3  
1st Vice President, Seat 4  
2nd Vice President, Seat 2  
Member, Seat 1  
Member, Seat 5

The Board of Education meetings are held on the second Tuesday of every month in the boardroom of the Administration Office at 6:30 P.M.

### 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.

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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.

**BELL SCHEDULE (Monday, Tuesday, Thursday & Friday)**

Students will report to the Auditorium upon arrival to the building.

|  |  |
|--|--|
| Release from Auditorium  | 7:40   |
| 1st Hour   | 7:45 - 8:37  |
| 2nd Hour   | 8:40 - 9:35  |
| 3rd Hour   | 9:38 - 11:23   |
| 4th Hour   | 10:32 - 11:23  |
| 5th Hour - 8th Grade<br>8th Grade Lunch<br><br>7th Grade Lunch<br>5th Hour - 7th Grade | 11:26 - 12:17<br>12:17 - 12:42<br><br>11:23 - 11:48<br>11:51 - 12:42 |
| 6th Hour   | 12:45 - 1:36   |
| 7th Hour   | 1:39 - 2:30  |

**BELL SCHEDULE (Advisory Wednesday)**

Students will report to the Auditorium upon arrival to the building.

|  |  |
|--|--|
| Release from Auditorium  | 7:40   |
| 1st Hour   | 7:45 - 8:37  |
| 2nd Hour   | 8:40 - 9:30  |
| Advisory   | 9:33 - 10:03   |
| 3rd Hour   | 10:06 - 10:52  |
| 4th Hour   | 10:55 - 11:41  |
| 5th Hour - 8th Grade<br>8th Grade Lunch<br><br>7th Grade Lunch<br>5th Hour - 7th Grade | 11:44 - 12:30<br>12:30 - 12:55<br><br>11:41 - 12:06<br>12:09 - 12:55 |
| 6th Hour   | 12:58 - 1:44   |
| 7th Hour   | 1:47 - 2:30  |

# CHICKASHA MIDDLE SCHOOL EVENTS

## 2019-2020

|  |  |
|--|--|
| Schedule Pick-up   | August 13, 2019<br>5:00 P.M. - 7:00 P.M. |
| First Day of Classes   | August 15, 2019                          |
| Labor Day/No School  | September 2, 2019                        |
| Parent/Teacher Conferences/No School<br>*see Conferences p.7 for specific conference dates | September 27, 2019                       |
| Teacher In-Service Day/No School   | September 30, 2019                       |
| End of First Nine Weeks  | October 16, 2019                         |
| Fall Break/No School   | October 17-18, 2019                      |
| Thanksgiving Break/No School   | November 25-29, 2019                     |
| End of Second Nine Weeks   | December 20, 2019                        |
| Winter Break/No School   | December 23, 2019 -January 3, 2020       |
| Classes Resume   | January 7, 2020                          |
| Martin Luther King Day/No School   | January 20, 2020                         |
| Parent/Teacher Conferences<br>*see Conferences p.7 for specific conference dates           | February 21, 2020                        |
| End of Third Nine Weeks  | March 13, 2020                           |
| Spring Break/No School   | March 16-20, 2020                        |
| Good Friday/No School  | April 10, 2020                           |
| Snow Day if needed/No School   | May 1, 2020                              |
| Snow Day if needed/No School   | May 8, 2020                              |
| CHS Graduation/Last Day of School  | May 15, 2020                             |
| Additional Snow Day if needed/No School  | May 18-22, 2020                          |

## GENERAL SCHOOL INFORMATION

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

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### ACTIVITIES

One of the goals of Chickasha Middle 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 Chickasha Middle School. The Oklahoma Secondary Schools Activity Association governs all of our competitive activities. See eligibility section for specific eligibility rules.

### ALCOHOL AND/OR DRUG ABUSE POLICY:

Alcohol and/or drug abuse shall be defined as sale, possession, use and/or being under the influence, while under the supervision of the school or in attendance at any school related function, of intoxicating beverages, alcohol, controlled dangerous substances, as defined in the "Chemical Abuse Policy" or any compound, liquid, chemical narcotic, drug, vegetable, fruit, or other substance which:

1. Contains ketones, aldehydes, organic acetones, ether, chlorinated hydrocarbons (e.g. gasoline, glue, fingernail polish, white out, etc.) or some other solvent releasing toxic vapors; or
2. Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system, or otherwise changes, distorts, or disturbs the eyesight, thinking process, judgment, balance, or coordination of an individual.

*Sale of any of the substances listed in the preceding paragraph shall result in suspension for a minimum of one semester.* Notification will be sent to the Board of Education, police, District Attorney, and parent(s) or guardian(s) of the student. A second offense will result in suspension from the school for a minimum of a semester's length of time. Upon commission of a second offense, the District Attorney's office will be requested to file the appropriate legal action upon signed complaint. (Reference O.S. 70-24-102). This policy applies to both regular and special education students. The special education review committee will meet following suspension.

### ASSEMBLIES

Assemblies at Chickasha Middle School 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 Chickasha Middle School campus.

### ATHLETICS

It is strongly believed by the teachers and coaches at Chickasha Middle 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

Please contact the Attendance secretary the morning of a student's absence at 222-6530. In accordance with the policy of the Board of Education (FDC-R1), each student in 7th and 8th grade, is required to attend each class a minimum of 85% of the time in order to receive credit for that class. A maximum of 14 days a semester may be missed for excused absences, school activities, absence by arrangement, unexcused absences, or truancy in any one class. In some instances, there may be extenuating circumstances (extended illness or hospital or home confinement confirmed by a doctor's statement, home emergencies, etc.) in which this policy may be waived.

### **Absences:**

There are three (3) kinds of absences: **Excused, Unexcused, and Permitted.**  
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. 1<sup>st</sup> letter-warning to parents, signed by secretary, sent to parent/guardian. Copy placed in student's file.
2. 2<sup>nd</sup> letter-letter to the District Attorney on 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.

A letter and affidavit will be sent to the District Attorney each week that a student continues to have unexcused/unverified absences. This continues each week more unexcused/unverified absences occur.

## BACKPACKS

Mesh backpacks are preferred on campus.

## 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 from TBD by start/stop times A.M. to TBD by start/stop times A.M. each morning in the cafeteria. Students will not be permitted in the main building during lunch unless under the supervision of a staff member.

**Lunch:** Lunch will be served each day according to the schedule below.

Monday, Tuesday, Thursday & Friday

11:23 - 11:48 - 7<sup>th</sup> Lunch

12:17 - 12:42 - 8<sup>th</sup> Lunch

Wednesday Advisory Day

11:41 - 12:06 - 7<sup>th</sup> Lunch

12:30 - 12:55 - 8<sup>th</sup> Lunch

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 eat both breakfast and lunch for free. If they choose to purchase something from the a-la-carte line students are responsible for that price.

### CHECKING IN AND OUT OF SCHOOL/ATTENDANCE

Students arriving after 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 a student is more than twenty (20) minutes late to class, this will be considered an absence for that period. If your student will not be in attendance, please contact the school on the day of the absence. (FDC-R1)

### CHEMICAL ABUSE POLICY

The use and unlawful possession of illicit drugs and/or alcohol is wrong and harmful. The following 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 Pam Ladyman at 222-6500.

### CLASSROOM/SCHOOL BEHAVIOR

We desire that all students accept responsibility for self-discipline. Expectations are that all students will conduct themselves in a manner that enhances the learning process. Any behavior which is impeding the learning environment of others will be addressed.

### CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Closure of school due to inclement weather conditions will be announced by 6:30 A.M. on KOOL 105.5 Radio and all major Oklahoma City TV Stations. Closure of school will also be announced on the district website: [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us) and on Chickasha Middle School's Facebook page. Parents and students are encouraged not to call the school so building administrators will be able to implement safety procedures. Please provide the school with current phone numbers so that you can be reached in case of school closure.

## 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).

First semester conference dates will be the evening hours of Monday & Tuesday, September 23 & 24. Second semester conference dates will be the evening hours of Monday & Tuesday, February 17 & 18.

## DELIVERY OF NOVELTIES

Flowers, balloon bouquets, novelty items or gifts delivered to students will be kept in the main office until the end of the school day, with the exception of Valentine's Day deliveries need to be made by noon.

## DRESS CODE/STUDENT APPEARANCE

It is the desire of the administration and staff of Chickasha Middle School that every student be provided the opportunity for a quality education on a daily basis. When the dress code becomes the focus due to the inappropriateness of the clothing, this creates an environment that is not conducive to a quality education. Good grooming promotes pride and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress according to fashion, and at the same time restricts extremes or indecency in grooming which will distract from the main purpose of the educational program. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior that is conducive to the learning environment.

1. **Skirts, Dresses and Tops:** Any skirt, dress or top shall not be indecent and may be worn with the following conditions:
  - a. Undergarments shall not be visible.
  - b. Shirts must be long enough to be tucked in. The skirt or dress shall not be conspicuous or indecent and must be appropriately (principal's discretion) long enough when standing.
  - c. Any article of clothing that exposes the entire shoulder, back, or midriff may not be worn. **The upper garment may not be less than 2 fingers wide covering the top of the shoulder – no spaghetti strings.**
  - d. No tank tops, muscle shirts with large armholes or low scooped necklines.
  - e. The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
  - f. Clothing that promotes violence, gang activity, drugs, alcohol or communicates a negative message are prohibited.
  - g. Mouth 'grills' will not be permitted.
2. **Pants:** Pants, jeans, or slacks of styles that are neat, clean, and in good taste are acceptable. Pajama wear is not acceptable. Indecent holes in jeans are not acceptable.

3. **Shorts:** The shorts shall not be conspicuous or indecent and must be appropriately (principal's discretion) long enough when standing.
4. **Sagging:** Garments worn with the waistband significantly below an individual's waistline is prohibited. Pants, jeans, and/or shorts are to be worn with the waistline of the garment at the individual's waist. Undergarments shall not be visible.
5. **Shoes:** All types of street shoes are acceptable for school wear. No house shoes or slippers.
6. **Accessories:**
  - a. Headbands, armbands, leg bands, and bandanas are prohibited.
  - b. Hats, caps, and other head garments are **NOT TO BE WORN** inside the school building and left at home. This includes hoods on sweatshirts.
  - c. Lettering of any type of sew-on patch, decal, insignia, etc. which is suggestive, vulgar or refers to alcohol, non-prescription inhalants, tobacco, drugs, or gangs is not acceptable.
  - d. No dress or attire will be acceptable that shows disrespect.
  - e. Sunglasses are banned from inside the buildings except when prescribed by doctors.
  - f. Dog collars, studs, wallet chains, large hair picks, or jewelry/accessories that pose a safety concern for the students or others are prohibited.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to comply will be grounds for disciplinary actions.

## ELECTRONIC DEVICES

CD players, ipods, MP3's, Gameboys, and cameras must be left at home. The school will not be responsible for searching for or replacing such items that are brought to school. This also applies to cd's or game cartridges. 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 ISS.

## 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.

## **FOOD OR DRINK**

Students may not have food or drinks in the classrooms. Students may have 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.

## **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 will 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 following Board Policy 1.6. 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 222-6530. 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.

## **HALLWAYS**

Students are expected to behave appropriately in the hallways. Safety is our main concern. Students should walk on the right side of the hall.

## **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.

## **ILLNESS**

Students with a temperature above 98.6 degrees 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 the infection from spreading. This does not include sniffles and coughs due to allergies.

Any child afflicted with a contagious disease, including a staph infection, will be prohibited from attending classes, activities and/or events. Students may return to school with a doctor's note or being fever free for 24 hours.

Parents will be contacted if their child becomes ill or has an accident during the school day. If parents cannot be reached, the emergency numbers will be called. Please be sure that your child's emergency information is complete and accurate.

## **INTERNET POLICY**

In order for the School District to provide access to its computer network and the Internet, all students must take responsibility for appropriate and lawful use of these resources. Teachers and other staff will make reasonable efforts to supervise student use of network and the Internet. Students must understand that inappropriate use can result in one or more of the following: loss of network privileges, school disciplinary action, and/or appropriate legal action. Listed below are the provisions regarding computer network and Internet use. If you have any questions about these provisions, you should contact the principal.

**Acceptable Use:** The School District is providing access to the computer network and the Internet for educational purposes only. Educational purposes include access to educational material, training, and research.

**Unacceptable Use:** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Unlawful activity such as unauthorized access, "hacking", copyright violation, and program vandalism.
2. Viewing, transmitting, or downloading pornographic or other inappropriate materials.
3. Transmitting harassing, offensive, or defamatory messages.
4. Damaging network resources by exposure to viruses or compromising the hardware or software.
5. Use that is commercial in nature.
6. Unauthorized disclosure of private information such as address, phone number, social security number, and credit card numbers.
7. Unauthorized access to electronic mail, chat rooms, and other forms of direct electronic communications.
8. Installing software programs from the Internet or disk(s) without express permission of the supervising teacher or principal.
9. Active Restriction Measures: The District will take reasonable precautions by utilizing filtering software, hardware, or other technologies to prevent students from accessing visual depictions

that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

## **LIBRARY**

The Chickasha Middle School Library is dedicated to enhancing the school curriculum by providing both educational and recreational materials. Students may check out up to two (2) books (fiction or nonfiction) or a period 10 school days as long as the student is in good standing with regard to checkouts. After one (1) day of grace, a three (3) cent fine per school day may be assessed for overdue books. This does not include textbooks. The library is automated, providing quick access to materials. There are computers available for the students to conduct research, create word processing documents, or enjoy educational games. Students are given the opportunity to visit the library with teacher permission or with the Language Arts teacher. ***The destruction, theft, or failure to return school library books is a misdemeanor under state law.*** 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. Our media center contains trade books for grades 7-8. 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, anything that he/she feels is inappropriate, either by level or content. There is a wide variety of items to choose from in the CMS Media Center.

## **LOST AND FOUND**

Personal belongings and books should be marked with the student's name. Should a student lose a book or personal belonging, 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 one day plus the number of days 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.

## **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.**

## **PARENT VOLUNTEERS**

If you would be interested in working on certain activities throughout the year, please notify the CMS Counselor @ 222-6530. 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 Chickasha Middle School 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). Likewise, law enforcement will be notified when there is reason to believe a criminal act has occurred.

## **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.

## **SCHEDULE CHANGES**

Elective schedule changes may be made during the first week of each Semester for the following reasons: computer error, misplacement due to lack of a recommended course or inadequate background. **CORE CLASS ASSIGNMENTS ARE MADE BY THE COMPUTER. CORE CLASS SCHEDULES ARE CHANGED ONLY FOR UNUSUAL CIRCUMSTANCES. CHANGING CLASSES TO BE WITH FRIENDS WILL NOT BE ALLOWED. ALL CLASS CHANGES MUST BE APPROVED BY the ADMINISTRATION.** Should you have a concern, please contact the counselor and schedule a conference.

## **SEARCH OF STUDENTS**

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 by the school only under the following conditions (FNF-R):

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 subject to searches as 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 that is 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 searched 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, in addition to those mentioned in paragraph one above-shall include, but not 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 the 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.

## SURVEILLANCE VIDEO

Due to the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), Bus or Classroom video cannot be shown to parents.

## SPORTSMANSHIP

Students are encouraged to attend school activities. Whether as a participant or a spectator, all students will observe courtesies of good sportsmanship and character.

## STUDENT RECORDS POLICY

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 Policy and Procedures related to these records meets the provisions of the Family Educational Rights and Privacy Act (FERPA).

Parents and eligible students have the following rights under the FERPA Policy: The right to inspect and review the student's educational records. The right to seek to correct parts of the student's educational records that they believe to be inaccurate or misleading. The right to a hearing to present evidence that the student's records be changed if the district decides not to alter it. The right to file a complaint with the Department of Health, Education and Welfare if the Chickasha Public Schools violates the FERPA Policy.

Chickasha Public Schools shall limit the disclosure of information in a student's educational records except:

1. by prior written consent of the student's parent or the eligible student,
2. as directory information, or
3. under circumstances permitted by FERPA.

Copies of the FERPA Policy are available during normal school hours at the principal's office. The FERPA Policy and Procedures is also located in the Superintendent's Office, located at 900 W. Choctaw Avenue. Parent(s)/guardian(s) and eligible students have the right to inspect or obtain copies of this policy. The administration building is open between the hours of 7:45 A.M. and 4:30 P.M., Monday through Friday, except designated holidays. A translator/interpreter will be provided whenever necessary.

## TARDY POLICY

Students will have 3 minutes between classes. When the tardy bell rings, all classroom doors will be closed and students will be considered **tardy**. After a class has been in session for more than 15 minutes, the student will be considered **absent** from that class. (FDC-R1) It is then the student's responsibility to ask for make-up work.

## **THERE ARE NO EXCUSED TARDIES**

The following consequences will result when a student is tardy:

- Lunch Detention
- ISS
- Three (3) tardies equal 1 unexcused absence.

## TELEPHONE

Students will only be allowed to use the phones in teacher's 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:** Student-led conferences or parent/teacher conferences of all students with advisory/classroom teachers will be scheduled according to the district calendar and as needed. Progress reports will be provided 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 become 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:** Chickasha Middle School 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:** Chickasha Middle School will cooperate with Chickasha's elementary feeder schools and participate in enrollment and transition of those students. The Eighth (8<sup>th</sup>) Grade will participate in transition and orientation activities to Chickasha High 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.
- Parents or citizens wishing to observe a classroom while school is in session are requested to arrange such visits in advance with the principal so that class disruptions are minimized.
- 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 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 MIDDLE 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 and will be used for tardies.

### 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.

### Suspension

(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 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.

## APPEALS PROCESS (FOD-R)

**Appeals Procedure for Suspension:** A student has the right to notice of alleged misconduct and an opportunity to respond to the allegations before the student can be deprived of his/her right to an education by way of suspension. The student is entitled, upon written request, to appeal all out of school suspensions. The student and/or parent or guardian should follow the procedure below:

### Suspensions of 10 days or less

**Step 1:** If the suspended student and/or his/her parents wish to appeal a suspension of 10 days or less, they must notify the principal within 48 hours of the intent to appeal. If appealed, the principal will provide a hearing within 3 school days of the original suspension. The parents and the student may participate in the appeals meeting which shall be conducted by the principal. The Principal will provide a written determination on the appeal within 3 school days. The Principal's determination is final.

### Suspensions of more than 10 days

**Step 1:** The suspended student and/or his/her parent will follow the procedures in Step 1, as identified above.

**Step 2:** If the suspended student and/or his/her parents are not satisfied with the principal's ruling regarding a **suspension of more than ten (10) days**, they may appeal to the superintendent of schools, in writing, within 48 hours of the principal's decision. The Superintendent of Schools, or his designee, will schedule a level 2 appeal with 5 days of receiving the request. The student and/or parent/guardian will have an opportunity to present his/her case to the Superintendent or designee regarding the incident. The Superintendent shall provide written determination of his/her decision within 5 days of the hearing.

**Step 3:** If the suspended student and/or his/her parents are not satisfied with the decision of the Superintendent from the level 2 appeal, they may appeal to the Board of Education.

At Board hearings for suspensions of more than ten (10) days, the student(s) and his/her parent(s) or legal guardian(s) will have the opportunity to present his/her side of the case and question any witnesses present at the time of the hearing. The student may or may not be represented by legal counsel. The parent(s) or guardian(s) must be present at all hearings unless the student is self-supporting. All necessary school personnel will be present at the hearing to present the school's position. If the parent(s) or guardian(s) of the student does not request a due process hearing, the determination of the recommendation will be based on the information available at the time. A written decision will be provided to the parent upon the Board of Education's determination. The decision of the Board of Education is final.

## 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 principals 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, assist in the resolution of the problem and be authorized to make suspensions in the absence of the principal. (Reference: O.S. 70-24-102)

## 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:**

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 Chickasha Middle School 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 2<sup>nd</sup> 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 a 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.

|                    |   |
|--------------------|---|
| <b>1st offense</b> | 20 day suspension, parent and authorities notified                |
| <b>2nd offense</b> | 9 week suspension, parent and authorities notified                |
| <b>Any other</b>   | Length of suspension to be determined by the principal or his/her |

|         |          |
|---------|----------|
| offense | designee |
|---------|----------|

**Distribution of Alcohol or drugs:**

|             |  |
|-------------|--|
| 1st offense | 9 week suspension, parents and authorities notified        |
| 2nd offense | Full semester suspension, parents and authorities notified |
| 3rd offense | Full year suspension, parents and authorities notified     |

**Possession of Drug Paraphernalia:**

|             |  |
|-------------|--|
| 1st offense | 10 day suspension, parents and authorities notified                        |
| 2nd offense | 20 day suspension, parents and authorities notified                        |
| 3rd offense | Length of suspension to be determined by the principal or his/her designee |

**ALTERING RECORDS:** Changing school documents by any method.

|             |  |
|-------------|--|
| 1st offense | 5 day suspension, parents and authorities notified     |
| 2nd offense | 10 day suspension, parents and authorities notified    |
| 3rd offense | Long-term suspension, parents and authorities notified |

**ARSON:** Intentional burning of property.

|             |   |
|-------------|---|
| 1st offense | Out-of-School suspension, restitution of damages, parents and authorities contacted |
| 2nd offense | Long-term suspension, restitution of damages, parents and authorities contacted     |

**ASSAULT OF STUDENTS:** Willful and malicious attack of another student for the purpose of inflicting physical harm, or, the instigation thereof:

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

**ASSAULT OF TEACHER, COACHES, STAFF MEMBERS OR ADMINISTRATORS**

|             |  |
|-------------|--|
| 1st offense | Up to one (1) semester suspension, authorities and parents contacted |
|-------------|--|

|             |  |
|-------------|--|
| 2nd offense | Up to one (1) year suspension, authorities and parents contacted |
|-------------|--|

## **BOMB THREATS:**

*See Felonious Acts.*

**CELLULAR PHONES:** Upon arrival to class, all cell phones are to be turned off and placed inside a zipped purse or backpack. If a student does not have a zipped purse or backpack the cell phone will be kept in the office until the end of the regular school day. Any *special request* MUST be cleared by the administration, such as, for certain family emergency situations, etc. Electronic Devices may be confiscated by an administrator.

|             |   |
|-------------|---|
| 1st offense | Verbal warning  |
| 2nd offense | Phone will be confiscated and kept in the office until the end of the day |
| 3rd offense | 3 days ISS  |

**CHEATING/PLAGIARISM:** Using material not allowed during tests, copying from another, securing copies of a test, securing answers in advance of a test, or the use of another's work as your own. In addition to receiving no credit for the assignment(s) on which the student cheated or plagiarized, teacher will notify parent.

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

**EXPLOSIVE DEVICE:** Use, possession or distribution of fireworks or other explosive devices. (Same penalties as for Arson)

**EXTORTION:** Extorting and or intimidating of money or other items/taking things that do not belong to you. This includes any fundraiser money, products, or lunch money. Student will be placed in ISS for three (3) days on the first (1<sup>st</sup>) offense of this nature. Any recurrence of this act will be reported to the Board of Education for appropriate action. Proven cases of extortion will be filed with civil law officials for their handling. **Administration reserves the right to modify consequences, pending the severity of the extortion.**

**FELONIOUS ACT:** Any student involved in a felonious act, 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 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:** Engaging in physical contact for the purpose of inflicting physical harm on another person.

|                   |  |
|-------------------|--|
| 1st offense       | 3 day suspension, authorities and parents contacted                        |
| 2nd offense       | 5 day suspension, authorities and parents contacted                        |
| 3rd offense       | 7 day suspension, authorities and parents contacted                        |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

**FLAGRANT MISCONDUCT:** Multiple offenses occurring including instigating or promoting misconduct among others.

|                   |  |
|-------------------|--|
| 1st offense       | 1-3 day suspension   |
| 2nd offense       | 3-5 day suspension   |
| 3rd offense       | 5-10 day suspension  |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

**FORGERY:** Writing and using the initials or signature of another person.

|             |                                |
|-------------|--------------------------------|
| 1st offense | 1 day ISS with parent contact  |
| 2nd offense | 3 days ISS with parent contact |
| 3rd offense | 5 days ISS with parent contact |

**GAMBLING:** This is an exchange of money, which would include flipping coins, etc.

|             |            |
|-------------|------------|
| 1st offense | 1 day ISS  |
| 2nd offense | 2 days ISS |
| 3rd offense | 3 days ISS |

**GANG ACTIVITIES:** Writing of symbols, signs, verbal use of slang/gang terms, clothing apparel with colors and/or graffiti.

|             |  |
|-------------|--|
| 1st offense | 5 day suspension, authorities and parents contacted      |
| 2nd offense | 10 day suspension, authorities and parents contacted     |
| 3rd offense | Long term suspension, authorities and parents contacted. |

**HARASSMENT/INTIMIDATION/BULLYING/HAZING:** Threatening behavior is defined as an activity, which portrays that another person, persons, or property may or will be harmed. As used in the School Bullying Prevention Act, Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person; damage another person's property; place another person in reasonable fear of harm or damage to his/her

property; 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 assaults. Such behavior is prohibited by board policy.

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 student agrees to counseling 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.

**INSUBORDINATION:** Defiance of authority. Refusing to comply with reasonable requests.

|                   |  |
|-------------------|--|
| 1st offense       | 3 days ISS with parent contact   |
| 2nd offense       | 5 days ISS with parent contact   |
| 3rd offense       | 3 day suspension with parent contact                                       |
| 4th offense       | 5 day suspension with parent contact                                       |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

**LYING:** Intentionally giving information to misinform or mislead.

|                   |  |
|-------------------|--|
| 1st offense       | 1 day ISS with parent contact  |
| 2nd offense       | 2 days ISS with parent contact   |
| 3rd offense       | 3 days ISS with parent contact   |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

**MISCONDUCT:** (Minor offenses)

|                   |  |
|-------------------|--|
| 1st offense       | 1-3 days ISS with parent contact   |
| 2nd offense       | 3-5 days ISS with parent contact   |
| 3rd offense       | 5-7 days ISS with parent contact   |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

**MISCONDUCT 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 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       | 5 day loss of bus privilege along with parent notification                             |
| 3rd offense       | 10 day loss of bus privilege along with parent notification                            |
| 4th offense       | 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.

**PROFANITY/VULGARITY:** Use of obscenities (written or verbal) on clothing articles, notes, letters, etc., or obscene gestures:

|                   |  |
|-------------------|--|
| 1st offense       | Warning with parent notification   |
| 2nd offense       | 1-3 days ISS with parent notification                                      |
| 3rd offense       | 3-5 days ISS with parent notification                                      |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

**PUBLIC DISPLAYS OF AFFECTION (PDA Policy):** Good manners are an important element in succeeding in the school environment. Inappropriate public display of affection is not in keeping with the concept of good manners. The following will not be acceptable behaviors in the school setting (including school activities): Intimate touching and/or kissing.

|                   |  |
|-------------------|--|
| 1st offense       | Warning with parent notification   |
| 2nd offense       | 1-3 days ISS with parent notification                                      |
| 3rd offense       | 3-5 days ISS with parent notification                                      |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

**SEXUAL HARASSMENT POLICY:** See Bullying/Harassment for policy, 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", double meanings, and jokes.

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

**TAMPERING WITH FIRE ALARM SYSTEM, Classroom "BEARACADE" OR ANY SAFETY EQUIPMENT:**

|             |   |
|-------------|---|
| 1st offense | 5 day suspension, authorities and parents contacted     |
| 2nd offense | 10 day suspension, authorities and parents contacted    |
| 3rd offense | Long-term suspension, authorities and parents contacted |

**THREATS/BULLYING/HARASSMENT AGAINST TEACHERS, COACHES, STAFF MEMBERS OR ADMINISTRATORS:**

|             |   |
|-------------|---|
| 1st offense | 10 day suspension   |
| 2nd offense | Out-of-school suspension for the remainder of the semester/one (1) semester |

**THEFT:** Taking things that do not belong to you. This includes any fundraiser money, products, or lunch money.

|                   |  |
|-------------------|--|
| 1st offense       | 3 days ISS, authorities and parents contacted                              |
| 2nd offense       | 5 days ISS, authorities and parents contacted                              |
| 3rd offense       | 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 (smoking, dipping, or chewing)**

|             |                                    |
|-------------|------------------------------------|
| 1st offense | 3 days ISS, parents notified       |
| 2nd offense | 5 days ISS, parents notified       |
| 3rd offense | 3 day suspension, parents notified |
| 4th offense | 5 day suspension, parents notified |

**TRUANCY:** Absence that was not approved by a parent, legal guardian or by a school official. Being anywhere in the building other than assigned location. (Compulsory Education Law of the State of Oklahoma, Sec. 196 of Title 10)

|                   |  |
|-------------------|--|
| 1st offense       | 1 day ISS, parents notified  |
| 2nd offense       | 3 days ISS, parents notified   |
| 3rd offense       | 5 day ISS parents notified   |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

**VANDALISM:** Defacing or destroying property belonging to the school, school personnel, or other persons. 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 will 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 have been made with a designated school official. |

**VERBAL ABUSE TOWARD STAFF MEMBER:** Use of obscenities/vulgarity or abusive language directed toward staff member(s):

|                   |                      |
|-------------------|----------------------|
| 1st offense       | 3 day suspension     |
| 2nd offense       | 5 day suspension     |
| 3rd offense       | 10 day suspension    |
| Any other offense | 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.

For the purpose of this policy, weapons shall be categorized 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 silencer; or any destructive device, including, but not limited to, explosive or incendiary device.

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

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

|                             |  |
|-----------------------------|--|
| Class I weapon possession   | Suspended for a period of not less than one (1) school year, which suspension may be modified by the superintendent or his/her designee to not less than one (1) semester on a case-by-case basis. |
| Class II weapon possession  | Suspended for a period of not less than ten (10) days out-of-school for a first offense. A longer suspension may be imposed for a second offense occurring during the same school year.            |
| Class III weapon possession | Suspended for a period not to exceed ten (10) days out-of-school for a first offense. 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: 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.