

# LINCOLN ELEMENTARY SCHOOL



## STUDENT HANDBOOK 2022-2023

103 Dakota  
Chickasha, OK 73018

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

Phone: 405.222.6520 Fax: 405.222.6580

Dr. R.P. Ashanti-Alexander, Principal  
[rashanti-alexander@chickasha.k12.ok.us](mailto:rashanti-alexander@chickasha.k12.ok.us)

Angie Morgan, Assistant Principal  
[amorgan@chickasha.k12.ok.us](mailto:amorgan@chickasha.k12.ok.us)

**“EXCELLENCE FOR ALL-ABOVE ALL ELSE”**



Office Hours: Monday-Friday  
8:00 A.M.- 4:30 P.M.

900 W. Choctaw Phone: 405.222.6500  
Chickasha, OK 73018 Fax: 405.222.6590

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

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#### ADMINISTRATION

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

#### BOARD OF EDUCATION

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

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

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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.

# CHICKASHA PUBLIC SCHOOLS' MISSION STATEMENT

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

## Lincoln Elementary School Mission Statement

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

## LINCOLN CREED

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

Lincoln Start Time-7:45 AM

Dismissal Time-2:30 PM

# LINCOLN ELEMENTARY SCHOOL EVENTS

## 2022-2023

First Day of Classes	August 11, 2022
Labor Day/No School	September 5, 2022
Parent/Teacher Conferences/No School	September 23, 2022
End of First Nine Weeks	October 12, 2022
Fall Break/No School	October 13-14, 2022
Thanksgiving Break/No School	November 21-25, 2022
End of Second Nine Weeks	Decembers 16, 2022
Winter Break/No School	December 19, 2022 -January 2, 2023
Teacher Professional Day/No School	January 3, 2023
Classes Resume	January 4, 2023
Martin Luther King Day/No School	January 16, 2023
Parent/Teacher Conferences/No School	February 16, 2023
Snow Day	February 17, 2023
Teacher Professional Day/No School	February 20, 2023
End of Third Nine Weeks	March 10, 2023
Snow Day	March 10, 2023
Spring Break/No School	March 13-17, 2023
Good Friday/No School	April 7, 2023
Snow Day	April 10, 2023
End of Fourth Nine Weeks/Last Day	May 18, 2023
Snow Day	May 19, 2023
CHS Graduation	May 19, 2023

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

## ASSEMBLIES

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

## ATHLETICS

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

## ATTENDANCE POLICY

Please contact the Attendance secretary the morning of a student's absence at 222-6520. In accordance to the State of Oklahoma school laws and the definition of chronic absenteeism, students must be present at a minimum of 90% of the time in order to receive credit for that class. Chickasha Public Schools' instructional calendar consists of 168 school days. Therefore, a student may not miss more than 16 days throughout the entire school year.

### **Absences:**

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

1. **Excused Absences** from school will be allowed for the following reasons, providing a phone call to the **Attendance Office** from the parent or guardian is made **on the day of the absence:**
  - Illness
  - Doctor or dentist appointment
  - Funerals
  - Emergencies (Family)
  - Recognized religious holidays
  - Statements or appointment cards from doctor or dentist must be presented to the Attendance Office.

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

### **Absence Notification:**

1. 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.

### **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 7:00 A.M. to 7:35 A.M. each morning in the cafeteria. Students will not be permitted in the main building during breakfast unless under the supervision of a staff member.

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

### **CHECKING IN AND OUT OF SCHOOL/ATTENDANCE**

Students arriving after the first hour begins must report to the attendance office to obtain an ADMIT TO CLASS slip. The ADMIT TO CLASS slip is not necessarily an excused tardy. If a student is more than fifteen (15) 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. 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 405-222-6500.

## 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 Lincoln Elementary 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). Conference dates are determined by the district.

## DRESS CODE/STUDENT APPEARANCE

It is the desire of the administration and staff of Lincoln Elementary 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**

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

## **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 clear bottles with water ONLY in classrooms.

## **FUNDRAISING CAMPAIGNS**

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

## GRADE RETENTION OR COURSE FAILURE

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

## 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 405-222-6520. You are encouraged to request any grade checks directly through your student's classroom teacher via email or through the student information system parent portal.

## 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.

## 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 the 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 Lincoln Elementary School Library is dedicated to enhancing the school curriculum by providing both educational and recreational materials. Students may check out up to one or two books (fiction or nonfiction) for a period of 14 school days as long as the student is in good standing with regard to checkouts. This does not include textbooks. The library is automated, providing quick access to materials. There are devices available for the students to conduct research, create Google documents, or occasionally enjoy educational games. Students are given the opportunity to visit the library with teacher permission. ***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 5-6. The library also has a small collection of easier books that can be accessed with teacher approval. 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 unpleasant 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 Lincoln 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 belongings, he/she should first check with teachers and

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

### MAKE-UP WORK

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

### REPORTING ABUSE OR NEGLECT

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

### SAFE CALL

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

### SEARCH OF STUDENTS

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 (EJ):

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 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, 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.

## SPORTSMANSHIP

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

## STUDENT 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 meet 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 8:00 A.M. and 4:30 P.M., Monday through Friday, except designated holidays. A translator/interpreter will be provided whenever necessary.

## TELEPHONE

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

## TITLE I PARENT PARTICIPATION POLICIES

**Conferences:** Parent/teacher conferences of all students with classroom teachers will be scheduled according to the district calendar and as needed. Progress reports will be provided to parents each nine (9) weeks informing parents/guardians of their child's progress toward meeting District/State standards.

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

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

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

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

## TRANSPORTATION

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

Previous to loading, student should:

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

While on the bus, students should:

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

After leaving the bus, students should:

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

Extracurricular Trips:

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

## UNAUTHORIZED LOCATION/ACCOMPLICE

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

## VISITORS

The Board of Education welcomes the active interest of parents and citizens in their public schools, and invites the community to visit at any time. However, since schools are

a place of learning, certain limits must be set on visitations and visitors. (GJ) The building principal is responsible for all persons in the building and on school grounds. For this reason, the following policy applies to visitors to our school sites:

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

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

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

## VOLUNTEERS

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

## DISCIPLINE POLICY

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

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

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

## **THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DISCIPLINARY ACTIONS.**

### **DISCIPLINARY ACTIONS**

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

Conference with student

- Conference with parent
- In-School Suspension
- Lunch Detention
- Referral to counselor
- Behavioral contract
- Changing student's seat or class assignment
- Temporary removal from class and/or sent home for the day
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by their behavior
- Restriction of privileges
- Referral to the police and/or other law enforcement officials
- Referral for counseling to community agencies
- Suspension
- Other appropriate disciplinary action as required and indicated by the circumstances

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

### **EXPLANATION OF LINCOLN ELEMENTARY SCHOOL DISCIPLINARY CONSEQUENCES**

#### **Behavioral Contract**

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

#### **Detention**

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

(A) Teacher Assigned Lunch Detention - Lunch Detention will be held in the assigning

teacher's classroom. Students may bring lunch or purchase lunch from the cafeteria. Students must bring books and work.

(B) Regular Lunch Detention – This detention is assigned by an administrator.

### In-School Restriction (ISR)

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. ISR is in lieu of the regular day. For a student to be placed in ISR, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISR Program and its policies/procedures. Failure to follow the policies of ISR will result in immediate out-of-school suspension. Any student placed in ISR 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/or verbally, when possible, of the suspension.

### CLASS ASSIGNMENTS DURING SUSPENSION

Make-up assignments during the period of suspension will be put on a special assignment form. These assignments will be made available to the parent(s) to pick up at the school at a reasonable designated time. It is the student's responsibility to complete the assignments during the suspension period. The assignments are due on the day the student returns to school at the end of the suspension period. Zeros will be recorded for all assignments that are not turned in upon the student's return from suspension. The student will be allowed to complete any tests that were administered during the suspension period. These guidelines apply only to those students who have been suspended more than 3 school days. Students who are on suspension will not be allowed to attend any school district functions or be on any school campus during the suspension period.

Appeal of Short Term Suspensions (Board Policy EK): A student suspended for a period of ten (10) or fewer school days, following an informal pre-suspension conference with principal or designee, may appeal the suspension as follows:

- A. An appeal to the Principal must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal's or designee's suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
- B. The suspension decision will become final and unappealable if a request for appeal is not timely submitted.
- C. Upon receipt of the request for an appeal, the Principal shall confirm the suspension falls within the category of suspensions to which an appeal to the Site

Committee is authorized. If the Principal or designee determines the period of suspension is greater than ten (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.

- D. The Principal or designee shall appoint a Site Committee to hear the appeal. The Site Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to the school site and an administrator or counselor not involved with the suspension of the student. The Site Committee shall designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Site Committee.
- E. The short-term appeal must be submitted in writing that includes all reasons, rationale, and facts that are deemed appropriate as to the nature of the appeal.
- F. The Site Committee will conduct a full review of the issues appealed. The appeal review will include policies or regulations related to the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues in writing.
- G. Evidence by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the Principal or designee will inform the Site Committee of the information received from students and explain why the Principal or designee believes that information received is valid and supports the suspension decision
- H. The Site Committee meeting is closed to the public.
- I. Legal counsel is permitted to provide information and documentation for the appeals process that can be reviewed by the Site Committee.
- J. At the conclusion of the review of the evidence, the Site Committee shall render a decision by a majority vote and such decision is final and not appealable. The Site Committee's decision shall be to uphold, modify, or revoke the suspension decision of the Principal or designee as to the guilt or innocence of the student and/or the reasonableness and length of the out-of-school suspension, depending on the issues appealed. The Site Committee's decision shall be in writing and mailed, e-mailed or delivered to the parent, the Principal and the Superintendent. The decision of the Site Committee is final and non-appealable.

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

# Lincoln Elementary Student Handbook

## Minor/Major Behavior Definitions

**Lincoln Elem. School**  
**Defining Problematic Behaviors**  
**Minor Behaviors**

Minor Problem Behavior	Definition	Example/Board Policy
Defiance (M-Defiance)	Student engages in <u>brief</u> or <u>low-intensity</u> failure to follow directions.	Head down, ignoring teacher, refusing to complete task
Disrespect (M-Disrespect)	Student delivers <u>low-intensity</u> , socially rude or dismissive messages to adults or students.	Eye rolling, talking back, non-threatening comments
Disruption (M-Disruption)	Student engages in <u>low-intensity</u> , but inappropriate disruption.	Side conversation, note passing, finger tapping, blurt outs/outbursts, not on task
Dress Code Violation (Dress)	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	Student will remain in ISR until appropriate clothing is brought to school by parent/guardian
Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instances of inappropriate language. Use of obscenities (written/verbal) on notes, letters, etc.	Non-threatening manner of inappropriate language, cutting up with friends and uses inappropriate language, obviously accidental
Misconduct (M-Mscdt)	Student engages in any other minor problem behaviors that do not fall within the above categories.	Lying, PDA, plagiarism, cheating, forgery, etc.
Physical Contact/ Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact.	Continual horseplay with peer, continual touching of peer when asked to stop (neck slapping, kicking to trip/make each other fall)
Tardy (M-Tardy)	Student arrives at class after the bell (or signal that class has started).	Student arrives after the tardy bell rings and the classroom door is shut. (becomes major at 4th/8th tardy)

Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Use of cell phone during prohibited times, puts away/turns phone over when asked
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**Lincoln Elem. School**  
**Defining Problematic Behaviors**  
**Major Behaviors**

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

		flow of the classroom; student outwardly refuses to comply with Administration
Disorderly Conduct (DISCON)	Other behaviors not otherwise listed in this section, possibly continuous in nature or escalating from classroom environment	Continual disrespect, disruption, lying, inappropriate use of OTC medication, extortion, gambling
Disorderly Conduct on School Bus (DISCON)	Failure of students to obey bus rules and drivers/monitors requests.	Student is given multiple directives from the bus driver and/or monitor and continues to be defiant.
Felonious Act (SCTHRTOTH) Other school threat	Any student involved in a felonious act, other than drug abuse, while under school supervision or on school property.	Tampering with the fire alarm system, "Bearcade" or any safety equipment (including AED), making a bomb threat, threatening to shoot up the school, etc.
Fighting (FTNG)	Student is involved in mutual participation in an incident involving physical violence, for the purpose of inflicting physical harm on another purpose	
Flagrant Misconduct (FLGMIS)	Student is involved in multiple offenses occurring; including instigating or promoting misconduct among others.	Continuous exhibiting of behavior causing constant disruption
Theft (THFT)	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.	Bag, cellphone, athletic shoes, air pods, etc.
Gang Affiliation Display (GNGDSPLY)	Student uses gesture, dress, and/or speech to display affiliation with a gang. Can include writing of symbols, signs, verbal use of slang/gang terms, clothing, apparel with colors, and/or graffiti	Logos on clothing encourage gang affiliation
Sexual Harassment (HRSSX)	Bullying/Harassment which includes unwelcome advances, touching, pinching, patting, or brushing against, comments regarding physical or personality.	Characteristics of a sexual nature, and/or sexually oriented "kidding" or "teasing" remarks, double

		meanings, and jokes towards peers and/or staff
Inappropriate Display of Affection (OBSIDAF)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	Groping, sexual encounters, sexually written material, etc.
Battery Towards Staff (BTRY)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) towards any staff member. (teachers, coaches, staff, or administrators)	Willful and malicious attack of staff member for the purpose of inflicting physical harm
Battery Towards Peers (BTRY)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) towards another peer.	Willful and malicious attack of another student for the purpose of inflicting physical harm
Vandalism/ Property Damage (VND)	Defacing or destroying property belonging to the school, school personnel, or other persons.	Could result in contact of CPS Resource officer and charges filed for restitution
Tardy (ATDTRD)	Student is <b>continually</b> late (as defined by the school) to class or the start of the school day	Classroom tardies become a major at the 4th and 8th tardy of the current nine weeks
Technology Violation (TCHVIO)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Using cell phone when not allowed (classroom/hallway) and refuses to give cellphone to teacher when prompted.
Truancy (ADTTRNY)	Absence that was not approved by a parent, legal guardian, or by a school official. Student being anywhere in the building other than assigned location. (Compulsory Education Law of the State of Oklahoma, Sec. 196 of Title 10)	Purposefully skipping class (remaining on campus or leaving campus), if off campus could result in call to CPS Resource Officer
Alcohol Use/Possession/ Distribution (ALC)	Student is under the influence, in possession of, or distributing alcohol.	

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

### SPECIFIC INFRACTIONS AND CONSEQUENCES

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When, in the judgment of the teacher or administrator, the behavior of a student is unacceptable in the following areas, corrective action will be

taken. These examples are not intended to be exhaustive, and the omission of examples of unacceptable behavior is not an endorsement of such behavior.

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

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

### **Student suspension for alcohol and/or drug abuse:**

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

**Under the Influence:** If a student is suspected of being under the influence of Drug/Alcohol because of odor or residue on the breath or clothing, they will be disciplined according to the following. The principal will inform the parent(s) both verbally, when possible, and by letter, that the student has been suspended for alcohol and/or drug use. The notification will include the length of the suspension and will ask both parent(s) and student to meet with the principal or his/her designee. A student who is a 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 the district LPC counselor, outside counselor, or agency approved by the school. Parental involvement, although not required, is strongly requested. During the period of counseling, reports are to be signed by the counselor.
2. Upon proof of compliance with number one above, the student would be readmitted on probationary status and would stay on probation as long as counseling continues. Counseling, upon successful completion, would be terminated by the counselor. A statement of release, signed by the counselor, must be submitted to the principal. Probationary status would include the student's signing and abiding by a contract stating that he/she understands that violations of school rules which would normally lead to a short-term suspension will cause probationary status to be lifted and the original suspension reinstated.

1st offense	10 day suspension, parent and authorities notified
2nd offense	20 days suspension, parent and authorities notified
Any other offense	90 days or semester, parent and authorities notified

**DISTRIBUTION OF ALCOHOL AND 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

**ARSON:**

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

**BATTERY TOWARDS STAFF (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

**BATTERY TOWARDS PEERS::**

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
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**BOMB THREATS:**

*See Felonious Acts.*

**CELLULAR PHONES:** Cell phones should remain off and zipped up in a purse or backpack.

1st offense	Verbal warning or lunch detention
2nd offense	Phone turned in to administration and parent notification
3rd offense	2 days ISR

**COMBUSTIBLES:** (Same penalties as for Arson)

**DISORDERLY CONDUCT:**

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

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

**FELONIOUS ACT:** Determined on a case by case basis

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

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

**FLAGRANT MISCONDUCT:**

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

**GANG AFFILIATION/DISPLAY:**

1st offense	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 parent agrees to counseling for the student, his/her suspension will be reduced by the building administration. The school site will approve an appropriate counseling agency. After an evaluation the counseling agency will be asked to make a written recommendation to the school concerning the student's re-entry.

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

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

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

**INSUBORDINATION:**

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

**MISCONDUCT:** (Minor offenses)

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

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

1st offense	Warning and assigned front seat for 10 days along with parent notification
2nd offense	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.

**OBSCENE LANGUAGE/PROFANITY TOWARDS PEERS:**

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

**SEXUAL HARASSMENT:**

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

**THEFT:**

1st offense	3 days ISR, authorities and parents contacted
2nd offense	5 days ISR, 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:**

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

**TRUANCY:**

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

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

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| 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 school official.  |

**VERBAL ABUSE TOWARDS ANY STAFF MEMBER INCLUDING PROFANITY:**

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.

<b>Class I weapon possession</b>	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.
<b>Class II weapon possession</b>	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.
<b>Class III weapon possession</b>	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.