

# WELCOME TO GRAND AVENUE ELEMENTARY



## STUDENT HANDBOOK 2021-2022

1415 Grand Avenue  
Chickasha, OK 73018

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

Phone: 405.222.6524 Fax: 405.222.6565

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# TOGETHER WE MAKE THINGS GRAND



## Chickasha PUBLIC SCHOOLS

Office Hours: Monday-Friday  
7:45 A.M.- 4:30 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

Rick Croslin  
Jennifer Stegman  
Pam Ladyman  
Milton Bowens  
Demeka Norwood  
Jerry Don Bray  
Dan Turner

Superintendent  
Assistant Superintendent/CFO  
Executive Director of Personnel  
Director of Curriculum  
Director of Federal programs  
Director of Student Activities  
Director of Maintenance and Facilities/  
Transportation Manager

### BOARD OF EDUCATION

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

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

### 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.

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Dear Grand Families,

It is my pleasure to welcome you to Grand Avenue Elementary for the 2021-2022 school year. It is my hope that you and your child will have a rewarding experience.

In order for school to be a place for children to learn and grow, it is essential to create an environment of mutual respect. We want school to be a place to experience the excitement of learning, a place where the students, parents and school staff form a partnership. Working together, there is no limit to what we and our children can achieve. Please take the time to read through the student handbook with your children so they will be aware of our STAR expectations for them.

Last year some of the tough decisions that were made ended up working in the best interest for our students and staff. One of these being utilizing our camera and speaker for early checkouts, checking in late students, delivering items to students, etc. We will continue with this policy for the safety of students and staff. However we want to slowly allow parents back in the building for parties, assemblies, events, etc. Please look for more information from your student's teacher in the near future. Together with your understanding and patience, we will make this a grand year..

If you have any questions, please call 405-222-6524.

Sincerely,  
Dereth Harrison, Principal

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## GRAND ELEMENTARY MISSION STATEMENT

The mission of Grand Avenue Elementary is to teach students to think with their heads, work with their hands, and care with their hearts.

## SCHOOL HOURS

Building open for early students	7:45 A.M. (subject to change)
Breakfast	8:20 A.M. (in classrooms)
Classes Start	8:30 A.M.
Pick-up	3:15 P.M.

# Grand Avenue Elementary Events 2021-2022

(Grand may add other important dates throughout the school year.)

Meet the Teacher	August 5, 2021 3:00-5:00pm
First Day of School	August 12, 2021
Labor Day/No School	September 6, 2021
Parent Conferences	September 20 & 21, 2021 3:30-7:00pm
No School	September 24, 2021
Fall Break	October 14 & 15, 2021
Thanksgiving Break	November 22-26, 2021
SNOW DAY/End of 1st Semester	December 17, 2021
Christmas Break	December 20-31, 2021
Students Return	January 4, 2022
Dr. Martin Luther King, Jr. Day/No School	January 17, 2022
Parent Conferences	February 14 & 15, 2022 3:30-7:00
No School	February 17, 2022
SNOW DAY	February 18, 2022
No School	February 21, 2022
SNOW DAY	March 11, 2022
Spring Break	March 14-18, 2022
No School	April 15, 2022
SNOW DAY	April 18, 2022
Last Day for Students	May 19, 2022
SNOW DAY/Graduation	May 20, 2022

## ATTENDANCE AND MAKE-UP WORK

(Board Policy EC) In accordance with the policy of the board of education, this regulation shall govern attendance and absenteeism in grades Kindergarten through sixth grade.

- The maximum number of absences during any nine-week period shall be 7. A student absent from class more than 7 times during a nine-week period shall be required, along with the student's parents, to work out an improvement plan with the principal.
- Students who are absent from school shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class. Students are given 1 day for every day missed to complete the classwork assigned while they were absent.
- When a student is absent, the parent or guardian should call the attendance office before noon the day of the absence, if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence.
- Three (3) unexcused tardies will equal one (1) unexcused absence. Students arriving after 8:30 am will be counted as tardy.

## TARDINESS

Students are considered tardy when they arrive one minute after starting times (8:30 A.M.). They are counted absent for the portion of the day they miss. **Students arriving late need to be checked into the office before going to class.**

- Three (3) tardies will equal one (1) unexcused absence.
- One (1) absence due to tardiness will affect a student's opportunity to obtain perfect attendance.
- Students arriving after 9:45 am will be counted absent for the morning. Students leaving school before 1:45 pm will be counted absent for the afternoon. This will be counted against perfect attendance.

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

## ARRIVAL PROCEDURES

Children eating breakfast may arrive at 7:45 am. Students arriving at 7:45 am will be at school at least 45 minutes before the start of the school day. **THERE ARE NO ADULTS AVAILABLE FOR SUPERVISION BEFORE 7:45 A.M.** For your child's safety please do not bring them to school before 7:45 am.

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT RULE

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

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

## **CLOSING OF SCHOOL FOR 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 Grand Elementary's Facebook page. An automated call will also be sent out from our school district. 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.

During Tornado Season we share safe rooms with Bill Wallace. The staff will have the students in the rooms if there is a threat of a tornado. Once the sirens have been sounded in town we will not be opening the rooms to allow students to leave. If you want to pick up your child, it must be before the sirens are sounded. There is no room for parents and other children. Please stay weather wise during these times.

## **BIKE SAFETY**

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

## **BIRTHDAY OR PRIVATE PARTIES**

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

## **BREAKFAST AND LUNCH PROGRAM**

All Grand students are eligible for free breakfast and lunch through the Community Eligibility Program. 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. Should you have a change in your family income or household size you may complete a new application at any time. Contact your school lunch fund attendant, principal, or the food department at 222-6573 for more information.

In accordance with the Federal Healthy Kids Act, we strongly discourage students from bringing soft drinks in their lunches. Instead, we encourage students to make healthy choices when selecting items for their lunches. Check the school website [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us) for breakfast/lunch menus. In accordance with the Federal Healthy Kids Act, we strongly discourage students from bringing soft drinks in their lunches. Instead, we encourage students to make healthy choices when selecting items for their lunches.

## CELEBRATIONS

- Grand Celebrations (each semester from Principal & Assistant Principal)
- Classroom Celebrations (each 9 weeks given by the teacher)
- SunShine Time (at the end of the school year)
- First Friday Snacks (We will sell snacks on the first Friday of each month)
- Bike drawings for perfect attendance (each 9 weeks)
- Principal's Honor Roll (a letter mailed to student from principal along with a free coupon from a business in the community)
- Student of the Month (staff votes at the end of each month and student receives a gift card). Each Student of the Month will be entered into a drawing for Student of the Year and will receive a shirt and gift basket.
- R.A.K Cards (Random Act of Kindness- teacher catching student in the act- gets a "card" for a free snack on Friday)
- Procedure Compliments (these are compliments from other adults about a class following procedures & teacher determines how many his/her class needs, they reach it, & teacher gives reward)

## CHILD FIND NOTICE

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

## CLASSROOM PARTIES

Three class parties may be approved by the building principal during the year; in December, February, and at the end of the year. If for any reason you object to your child participating in these parties please contact the teacher.

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

### All food must be in prepackaged containers.

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

## DELIVERY OF NOVELTY ITEMS

Flowers, balloon bouquets, novelty items or gift deliveries will not be accepted at this time.

## DISCIPLINE POLICY

(Board Policy EK) Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with parents or guardians, in-school detention, revocation of privileges, and suspension.

The students enrolled in the Chickasha Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education. The teacher or administrator shall have the same right as the parent or guardian to control and discipline a child while in attendance at school, school sponsored activities, or being transported to or from

school or school sponsored activities in district owned transportation equipment. **(The provisions of this policy include behavior at bus stops and children walking to and from school).** Any student who is found to be guilty of disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken the regulation. (70 O.S. 6-114, School Laws of Oklahoma).

## CONDUCT AND DISCIPLINE PROCEDURES

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

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

If a student receives an In-School or Out of School Suspension, he/she will not be allowed to participate in our Grand Celebration for that semester.

All suspensions will count for days in school. Weekends, holidays, etc. do not count towards the assigned suspension days.

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

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



# Grand Elementary

	Classroom	Cafeteria	Restroom	Playground	Hallway	Bus	Assembly
<p><b>S</b> Safety</p>	<ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Use materials appropriately</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in line.</li> <li>• Place all trash in trash can.</li> <li>• Stay seated until dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Wash hands.</li> <li>• Maintain personal space.</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment correctly.</li> <li>• Keep hands and feet to self.</li> <li>• Report issues to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands to self.</li> <li>• Stay on the right hand side.</li> <li>• Walking feet.</li> </ul>	<ul style="list-style-type: none"> <li>• Seated to Seated, Back to Back while riding.</li> <li>• Stay seated until the bus is stopped.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated at all times.</li> <li>• Sit criss-cross with hands in your lap.</li> </ul>
<p><b>T</b> Take Action</p>	<ul style="list-style-type: none"> <li>• Be prepared.</li> <li>• Do your job</li> <li>• Be honest.</li> <li>• Always give your best effort.</li> </ul>	<ul style="list-style-type: none"> <li>• Make healthy choices.</li> <li>• Use time to eat wisely.</li> <li>• Don't waste.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself.</li> <li>• Return to class quickly.</li> <li>• Use water and supplies wisely.</li> </ul>	<ul style="list-style-type: none"> <li>• Play fair.</li> <li>• Line up at first call.</li> <li>• Make good choices.</li> </ul>	<ul style="list-style-type: none"> <li>• Move quietly.</li> <li>• Return to class promptly.</li> <li>• Take care of yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all bus rules.</li> <li>• Be ready for your stop.</li> <li>• Keep items in your backpack.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep an eye on your teacher for instructions.</li> <li>• Applause at appropriate times.</li> </ul>
<p><b>A</b> Attitude</p>	<ul style="list-style-type: none"> <li>• Follow directions.</li> <li>• Use positive words.</li> <li>• Be helpful.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a whisper voice.</li> <li>• Use good table manners.</li> </ul>	<ul style="list-style-type: none"> <li>• Allow for privacy of each person.</li> <li>• Use a quiet voice.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language.</li> <li>• Invite others to play.</li> <li>• Agree on rules</li> </ul>	<ul style="list-style-type: none"> <li>• Smile and be courteous to others you pass.</li> <li>• Be quiet so classes can learn.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a quiet voice.</li> <li>• Use appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay quiet during performances.</li> <li>• Be an active listener.</li> </ul>
<p><b>R</b> Respect</p>	<ul style="list-style-type: none"> <li>• Be a good listener.</li> <li>• Give your best effort.</li> <li>• Stay on task.</li> <li>• Arrive on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself.</li> <li>• Get all things needed the first time through the line.</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class quickly.</li> <li>• Clean up after yourself.</li> <li>• Wait in line patiently.</li> </ul>	<ul style="list-style-type: none"> <li>• Play with others.</li> <li>• Be a problem solver.</li> <li>• Resolve conflicts fairly.</li> </ul>	<ul style="list-style-type: none"> <li>• Be respectful of other's work.</li> <li>• Keep the hallways clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good example to others.</li> <li>• Keep hands and feet to self.</li> <li>• Be respectful.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good example to others.</li> <li>• Keep hands and feet to self.</li> <li>• Show respect to speaker.</li> </ul>

# Grand Avenue Elementary

## Behavioral Matrix

\*Administrator reserves the right to modify any and all discipline consequences. Parents are encouraged to meet with the teacher before contacting the principal. Parents are also encouraged to meet with the principal before contacting Central Office.

Continued

Intensity I (Annoying) Behavior	Possible Corrective Responses
Teasing Talking out of turn Talking to others without teacher's permission Not listening/not paying attention Disturbing others Pestering Being off-task Speaking out answers	Teacher warning Changing student's seat Teacher proximity Student apologizes Teacher "Stop & Think" prompt Teacher visual, non-verbal, or physical prompts Teacher redirects Loss of recess time (walk laps) Student helps write a remediation plan Teacher sits student out of activity Send home a note/Phone call

Intensity II (Disruptive) Behavior	Possible Corrective Responses and Consequence, such as:
Continuing Intensity I Behaviors Using inappropriate tone Talking out of turn Not following directions/requests Talking to others Teasing Giving out answers Chronic socializing with peers Disturbing others Taunting Disrespectful to adults Yelling on the bus Not staying in seat on the bus	No free time No privileges Student writes a letter to parent Parent phone call Conference with Parent/Teacher/Student Assigned seat on the bus Lunch detention (principal's approval)

Intensity III (Persistent) Behaviors	Possible Corrective Responses and Consequences, such as:
Continuing Intensity II Behaviors	Sent to Principal/Assistant Principal's Office Note sent home / Phone call Lunch detention In-school suspension Out-of-school suspension Bus suspension

Intensity IV (Severe/Dangerous) Behaviors	Possible Consequences/Administrative Response, such as:
Continuing Intensity III Behaviors Repeated rule violations Bullying/Verbally threatening behavior Involvement in fighting Assault Throwing objects Physical aggression Racial/Disability/Sexual harassment Threatening behavior towards staff Intimidation Theft or illegal conduct Alcohol/Narcotics/Drugs Vandalizing school property Weapons Arson	In-school suspension Out-of-school suspension Communication with Resource Officer/Law Enforcement

### Felonious Act

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

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

### Vandalism

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

1. Any act of vandalism will be reported to the superintendent of schools, the police, the district attorney, and the parent(s) or guardian(s) of the student(s). The liability of parents in such instances is found in 23 O.S., 10.
2. The Chickasha Public Schools shall request the district attorney's office file appropriate charges based upon a signed complaint.
3. The student(s) shall be suspended for a minimum of five (5) days and may be suspended a maximum of the current semester plus the next semester.
4. The student shall not be allowed to return to school in any event until arrangements for restitution are made with the school authorities.

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

## DISCIPLINE PROCEDURES FOR BUS RIDERS

Riding the school bus is a privilege and all students are expected to follow safe riding practices. In accordance with the policy of the board of education (FFFF-R1), the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for 10 days; the second suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are paid.
6. School bus transportation is a privilege provided for students who obey the bus rider rules. Failure of students to obey the rules could result in the bus driver's attention being distracted. This in turn could result in a bus accident. Students are to obey the request of the bus driver as they would a teacher. **Failure to follow the bus rider rules will be dealt with as follows:**

**1<sup>st</sup> Offense:** Conference with student, assigned seat at the front of the bus

**2<sup>nd</sup> Offense:** 5 days suspension from the bus

**3<sup>rd</sup> Offense:** 10 days suspension from the bus

**4<sup>th</sup> Offense:** Suspension from the bus for the remainder of the semester

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

## VIDEO CAMERAS ON SCHOOL BUSES

The school buses of the Chickasha Public Schools are equipped with on-board video recording cameras to monitor student behavior and assist the district in providing safe transportation to and from school. The school district will use video cameras in conjunction with driver observation to enforce school bus rider rules. Students should be aware that their actions may be recorded at any time during their ride on a school bus. **DUE TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), BUS VIDEO CANNOT BE SHOWN TO PARENTS.**

## DISMISSAL AND EARLY CHECK-OUT

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

All bus riders will ride the buses home daily unless communication from the legal guardian or parent is received in the school office prior to 2:00 p.m. daily.

- Other students may not ride the buses home with bus riders unless prior approval has been given by the principal.
- Students will not be permitted to change their going home procedures (indicated by parents and guardians upon enrollment) unless the school office has been notified by the parent or guardian before 2:00 p.m.  
(For example: a child who regularly rides a bus home from school will be sent home every day on the bus unless the parent or guardian contacts the office and informs us differently).
- In order to ensure the safety of our students, we must have a note or phone call from the parent or guardian before we will allow a child to leave school with someone else.
- If your child is going home with another student, both students must bring a note from their parents.

Car riders will be dismissed at 3:15 p.m. All students who are not picked up by 3:45 pm will be taken to our Grand Daycare and parents/guardians could be charged the daily rate of \$8.

All car riders will be dismissed at 3:15 pm on the east side of the building in the east oval. Parents should form a line on 14<sup>th</sup> Street traveling north and enter the oval at the north end. For your safety, please do not enter the oval from Grand Avenue as it causes a traffic jam on Grand. Do not ask your child to come to the street to load. For safety purposes, we need to load from the oval. You may walk up to get your children if you choose. When you exit the oval, you must turn south on 14<sup>th</sup> Street.

## DRESS CODE FOR STUDENTS

(Board Policy EH) There exists a correlation between the quality of a student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

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

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

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

## DRUG-FREE SCHOOLS

(Board Policy EI) Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by District; (b) in transit to or from school or any function authorized or sponsored by District; or (c) on any property subject to the control and authority of District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco or vapor products as defined in Policy BB;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;

## ENROLLMENT: IMMUNIZATIONS AND BIRTH CERTIFICATES

Immunization Requirements: (Board Policy EB) No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or

B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(Board Policy EG-R1) The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day District receives a request for access. Parents or eligible students should submit to the Superintendent or the Superintendent's designee a written request that identifies the records they wish to inspect. The Administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the Superintendent or the Superintendent's designee, clearly identify the part of the record they want changed, and specify why it should be changed. If District decides not to amend the record as requested by the parent or eligible student, District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to District officials with legitimate educational interests. A District official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board. A District official also may include a volunteer or contractor outside of District who performs an institutional service or function for which District would otherwise use its own employees and who is under the direct control of District with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another District official in performing his or her tasks. A District official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another district in which a

student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that the District may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- ◆ To other District officials, including teachers, within the District whom District has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- ◆ To officials of another district, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- ◆ To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- ◆ In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- ◆ To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- ◆ To organizations conducting studies for, or on behalf of, District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- ◆ To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- ◆ To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- ◆ To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- ◆ To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- ◆ Information District has been designated as "directory information" under §99.37. (§99.31(a)(11))

## FIELD TRIPS

(Board Policy EE) Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. Students attending field trips are expected to follow all school rules and behave in a manner that positively represents Chickasha Public Schools.

General Regulations:

- Written permission of parents or guardians is required for the participation of students in all field trips which extend beyond the boundaries of the district or which require transportation.
- Students who have not received parental authorization will remain in school in a class assigned by the principal.
- Appropriate education experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip.
- Students on field trips shall obey rules listed for students on regular school bus routes.
- A student may be denied going on an educational field trip because of academic deficiencies, behavioral, or other disciplinary reasons, as determined by the principal or the principal's designee.
- Students going on field trips should be counted as present and permitted to make up any regular school work that has been missed.
- Student safety shall be of primary consideration during the field trip.
- Students are expected to ride the school bus to the field trip.
- Parents may follow in their car.
- Parents are encouraged to attend and assist with their child's field trip. In order to help with this process, parents should not bring other children with them on the field trip.
- Notify your child's teacher in writing prior to the trip if your child will be riding home with you instead of riding the bus back to school.
- Children will not be allowed to leave with any parent but their own without prior approval from the building administrator.

Prior to attending any field trip or participation in any class activity, parents, guardians, and/or volunteers are required to complete a volunteer application and are subject to a background check. Volunteer forms can be found on the district website: [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us).

## EMERGENCY DRILLS

(Board Policy BC) **General:** The regulations, practices, and procedures of District shall promote safety throughout District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of the District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

**Emergency Drills:** The Superintendent or the Superintendent's designee shall prepare and publish a plan for the evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and manmade disasters and emergencies such as tornadoes. Disaster plans shall be placed on file with the District and with the local emergency management organization. Annually, the

Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall/or his/her agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with the District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security. In addition, the District's board of education shall coordinate with the emergency medical services provider serving its area to develop a plan for the provision of emergency medical services at

athletic events or activities held at District facilities. Each sport or activity will have its own specific plan. The plan shall be reviewed and updated annually, as appropriate and placed on file with the District and the emergency medical services provider.

**Security Drills:** Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

In addition to the four (4) security drills, all districts are required to conduct a minimum of six (6) safety drills as follows:

**Tornado Drills:** Disaster/Tornado drills shall be conducted at least two times each school year with at least one drill being conducted in September and one being conducted in March.

**Fire Drills:** Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at each school site at least once per semester and must occur within the first fifteen (15) days of each semester. Fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

The principal and the superintendent shall determine the additional safety drills to be performed consistent with the risks assessed for the particular facility or the recommendations of the Safe School Committee and/or local fire and law enforcement.

**Emergency Closings:** The Superintendent or the Superintendent's designee may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

**Health and Safety Emergency:** District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

**Bomb Threats:** Bomb threats shall be handled according to the District's Emergency Procedures Guide.

## GRADING SCALE

The grading scale for second grade is a checklist of skills mastered.

The following grading scale shall be utilized by all teachers of grades three through twelve:

100-90	A
89-80	B
79-70	C
69-60	D
59-0	F

## GRADE PLACEMENT – PROMOTION/RETENTION

(Board Policy ED) **Retention:** In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once.

Each school shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of a classroom teacher, a counselor when available, the building principal, and any additional personnel assigned by the principal. Criteria to be considered by the committee shall include attendance, testing, assignments, and the student's level of maturity. Retention may be considered when:

1. The student is achieving significantly below ability and grade level;
2. Retention would not cause an undue social and emotional adjustment; and
3. Retention would have a reasonable chance of benefiting the student's development.
4. In addition, retention of certain students may be mandated by state law if the student achieves below the requisite score on statewide criterion-referenced tests.

Whenever the committee recommends that a student be retained at the present grade level or recommends that a high school student not be passed in a course, the student's parent or guardian shall be notified of such recommendation. If the student's parent or guardian is dissatisfied with the recommendation for retention on the basis of items 1-3 set forth above, the parent or guardian may appeal the decision to the Board by submitting a written request for an appeal to the Superintendent. The decision of the Board shall be final. There shall be no appeal procedure for mandatory retention on the basis of item 4 set forth above.

**Reading Sufficiency Act:** Each student enrolled in kindergarten in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. Children at risk for reading difficulties at the beginning of the year will be monitored to measure mid-year and year-end reading progress. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

Any student enrolled in first, second, or third-grade shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education. The assessment shall determine the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary and comprehension. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law. This program shall continue until the student is determined, through the results of approved reading assessments, to be meeting grade-level targets.

The District shall update its reading sufficiency plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents, and if possible a reading specialist. Any first-grade, second-grade, or third-grade student who demonstrates end of year proficiency in reading at the third grade level through a screening instrument which meets the reading skills criteria pursuant to law shall not be subject to retention. Upon demonstration of proficiency, the District shall notify the parent(s) or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and the student will not be subject to retention.

If a third-grade student is identified at any point during the academic year as having a significant reading deficiency, meaning the student is not meeting grade-level targets on a screening instrument which meets the reading skills criteria, the District will immediately begin a student reading portfolio and provide notice to the parent or guardian of the deficiency. If a student has not satisfied proficiency requirements by the end of their third-grade year and still has a significant reading deficiency, has not accumulated evidence of third-grade proficiency through a portfolio, or is not subject to a good cause exemption, the student will not be eligible for automatic promotion to the fourth grade.

The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text. A student not eligible for automatic promotion as provided for under the above listed paragraph and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade assessment may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the principal and the superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student.

If a student is allowed "probationary promotion", the team will continue to review the reading performance of the student and repeat the process above each academic year until the student demonstrates grade-level reading proficiency through a screening instrument that meets the reading skills criteria for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade criterion referenced test, who are not subject to a good cause exemption as provided below, and who do not qualify for promotion or "probationary promotion" as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports.

The parent of a student who is determined to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for by law shall be notified in writing of the following:

- a. That the student has been identified as having a substantial deficiency in reading;
- b. A description of the services being provided to the student pursuant to a conjoint measurement model such that a reader and a text are placed on the same scale;
- c. A description of the proposed supplemental instructional services and supports that will be provided to students and are designed to remediate the identified area of reading deficiency;
- d. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted as provided for by law or is exempt for good cause as set forth below;
- e. Strategies for parents to use in helping the student succeed in reading proficiency;
- f. The grade-level performance scores of the student;
- g. That while the results of the statewide criterion-referenced tests administered pursuant to law are the initial determinant, they are not the sole determiner of the promotion and that portfolio reviews and assessments are available; and
- h. The specific criteria and policies of the District for midyear promotion implemented as provided for by law.

No student will be assigned to a grade level based solely on age or other factors constituting social promotion.

**Good Cause Exemptions:**

- a. English language learners who have had less than two (2) years of instruction in an English language learner (ELL) program;

- b. Student with a disability whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP);
- c. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- d. Student who demonstrates mastery of the state standards beyond the retention level, through a student portfolio, the student is reading on grade level;
- e. Student with a disability who participates in the statewide criterion referenced tests and who have an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program;
- f. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
- g. Students who have been granted an exemption for medical emergencies by the State Department of Education.

Requests to exempt students from retention based on one of the good cause exemptions, shall be as follows:

1. The teacher of the student shall submit documentation to the school principal that indicates the student meets one of the exemptions and promotion is appropriate. The documentation shall include only: the alternative assessment results or student portfolio work and the IEP, as applicable;
2. The principal shall review and discuss the documentation with the teacher and, if applicable, the Reading Proficiency Team. If the principal determines that the student meets one of the exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the District Superintendent; and
3. After review, the superintendent shall accept or reject the recommendation to the principal in writing.

A retained student who can demonstrate that he or she is a successful and independent reader, is reading at or above grade-level targets, and is ready to be promoted to fourth grade may be promoted mid-year. Districts may reevaluate the student using multiple tools, including: screening assessments, alternative assessments, and portfolio reviews, in accordance with the rules of the SBE. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating that the student has met the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment administered pursuant to law, or upon demonstrating proficiency in reading at the third-grade level through a screening instrument administered pursuant to law, and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

A student who is otherwise promoted as provided herein or is promoted for good cause shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for each student until the student meets grade-level targets in reading. The District will annually report to the State Department of Education the number of students promoted to the fourth grade, as required by law.

## HEAD LICE

(Board Policy BD) **Head Lice:** According to Oklahoma State Law, "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice." Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator of poor hygiene or housekeeping and has no respect for age, race, sex or socio-economic class.

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

- Inspect each member of your family daily for at least two weeks. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the

neck. If you look closely at the scalp, you will see small, whitish eggs firmly attached to the hair shaft, especially at the nape of the neck and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from the hair while the eggs are not removed easily even by pulling. A fine-toothed comb is often needed to remove the nits.

- If other members of your family become infested, treat them also.
- Wash all personal clothing (including underwear and pajamas) and bedding (sheets, blankets, pillowcases) of all family members in hot water or by dry cleaning those that have been used in the last two weeks.
- Thoroughly wash combs and brushes in hot soapy water to disinfect.
- Use clean towels for each person.
- Vacuum mattresses, rugs, sofa, etc. thoroughly, or spray house thoroughly with R & C Spray.
- Rinsing hair with vinegar after shampoo makes nit removal easier.
- Repeat shampoo and house cleaning procedures in 7 – 10 days.

Shampoos to use in the treatment of Head Lice:

Prescription  
Kwell, Scabene

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

## HOMEWORK POLICY

We encourage each student to read 20 minutes each night and practice math facts at home. Due to the varied work speed of individual students, anything assigned during the school day becomes homework if not completed during class. Please note that ample time is given to finish most assignments in class.

## ILLNESS

Students with a temperature above 100.4 degrees or more must go home and not return until they have been free of fever for 24 hours. Students who are experiencing vomiting or diarrhea must also wait 24 hours before returning to school. When children are sick, they should remain at home to keep the infection from spreading. This does not include sniffles and coughs due to allergies.

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

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

## INTERNET POLICY

(Board Policy BJ) **General:** The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. District provides various opportunities for students to use District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students will not access such material. However, the District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students..

District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by District. However, the Administration

shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' privilege of access and use.

**Acceptable Uses:** District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of District's computers and the Internet are activities which support learning and teaching or which promote District's mission and goals.

**Prohibited Uses:** According to Administrative Regulations, District's computers and available Internet access (including e-mail) provided by District shall not be used:

- a. To violate an individual's right to privacy;
- b. To access materials, information, or files of another person or organization without permission;
- c. To violate the copyright laws or software licensing agreements;
- d. To spread computer viruses;
- e. To deliberately attempt to vandalize, damage, disable, or disrupt District's property or the property of any other individual or organization;
- f. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
- g. To distribute religious materials;
- h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- i. For any commercial purpose unless authorized by the Administration or Board;
- j. To engage in any illegal activity; or
- k. To engage in cyberbullying at school or in the workplace.

**Consequences for Misuse:** The use of District's computers and the Internet access provided by District is a privilege, not a right. Any student who inappropriately uses District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

**No Expectation of Privacy:** No student shall have any expectation of privacy in any computer usage, electronic mail being sent or received by District's computers or District-provided Internet access. District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage.

**Use of Software:** Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware.

## LEGAL NAME

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

## LIBRARY/TEXTBOOKS

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

## LOST AND FOUND

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

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

## MEDICATION

Medication is not to be sent to school with students. Parents/Guardians must bring medication into the office.

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

- Student name,
- Name and strength of medication,
- Dosage and directions for administration,
- Name of physician or dentist,
- Date and name of pharmacy

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

- Purpose of medication,
- Time to be administered,
- Whether the medication must be retained by student for self-administration,
- Termination date for administering the medication, and
- Other appropriate information requested by the principal or the principal's designee.

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

Cough drops and loose pills, not in original containers will not be given to students.

**STUDENTS MUST NOT TRANSPORT PRESCRIPTION OR NON-PRESCRIPTION MEDICATION.**

## MOMENT OF SILENCE

(Board Policy EA) Minute of Silence: At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent EA Page 2 of 2 activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

## PARENT CONFERENCES

It is very important for parents and teachers to keep in close contact and communicate on a regular basis in order to support one another and our students in their educational efforts. Through parent conferences, parents and teachers become better acquainted and can share information about students. Parent conferences are held during the sixth week of the first and the seventh week for the third nine weeks. Other conferences may be initiated during the school year as needed by parent, teacher, or principal. You may arrange for additional conferences with your child's teacher by contacting the teacher or school office.

## PARENT GRIEVANCE PROCEDURE

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

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

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

## PERSONAL ITEMS

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

## REPORTING ABUSE OR NEGLECT

(Board Policy BC) District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services to receive reports of child abuse or neglect. In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall immediately report or cause to be reported such situation to the Department of Human Services (DHS) and local law enforcement. The statewide toll-free hotline for DHS is 1-800-522-3511. Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS.

The employee making the report shall also inform the building principal who will inform the superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Any individual who knowingly or willfully fails to promptly report any incident may be reported to local law enforcement for criminal investigation and if convicted, guilty of a misdemeanor. Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to a child by persons authorized to investigate a report. The reporting obligations provided herein are required by law and are individual. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith, fulfills his or her reporting obligations.

## SCHOOL VOLUNTEERS (suspended temporarily)

(Board Policy DA) Volunteers: District recognizes that volunteers may make valuable contributions to District's educational programs. Therefore, when appropriate, volunteers will be encouraged and utilized. The Administration may develop appropriate regulations regarding the use of volunteers.

## SAFE CALL

SAFE CALL is sponsored by the Oklahoma State Department of Education. You may call 1-877-SAFECAL, if you know of any activity that threatens your school. The call is free and your name will never be asked.

## SEARCH OF STUDENTS

(Board Policy EJ) As allowed by law, the Superintendent, any principal, teacher, or security personnel who has reasonable belief shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by District personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, backpacks, or other personal items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation. In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue.

## SEXUAL HARASSMENT

District is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, or applicant for employment on the basis of gender, gender identity, and sexual orientation. District further forbids sexual harassment by any employee or student. This policy also applies to non-employee volunteers whose work is subject to the control of District personnel. Please refer to Board Policy BH for more specific information.

## STUDENT SAFETY

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

1. Show your child the route to and from school whether walking or bike riding.
2. Make sure your child knows his/her address, phone number, and the address and phone number of your sitter, a relative, or someone we can contact in case of an emergency.
3. Make sure this information, your employment site, and appropriate phone numbers are currently on our school records. Call the school to update this information should there be changes.

4. Tell your children what to do when you are late picking them up or if you can't be at home when they arrive so they will know what to do and will not be frightened.
5. Caution your child not to leave school during the day and not to leave or ride with strangers.

## TELEPHONE

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

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

### Wireless Telecommunication Devices

The use of cell phones during school is prohibited unless authorized by a school administrator. For more information, please refer to Board Policies BJ and EI.

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

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

District participates in and receives funds under Title I of the Improving America's Schools Act of 1994. District shall insure that Title I funds are used only as a supplement to those funds provided by the District from other sources and that Title I funds will not be used to supplant other District funds. District shall provide for equivalent teachers, administrators, and other staff as well as curriculum and instructional materials from District's non- Title I funds and shall only use Title I funds to supplement those services and materials otherwise provided by District.

Parental Involvement: District is committed to providing a quality education for every student in District. When schools and parents form strong partnerships, all students' potential for academic success improves significantly. District will have programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with applicable federal law. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating students and will be incorporated in District's Title I Plan.

## TOBACCO FREE SCHOOLS

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

## VISITORS

(Board Policy BE) Parents and patrons of District are encouraged to visit District and to observe the activities of District. Except as otherwise provided, all visitors to District shall report to the school office upon entering the building and shall request appropriate authorization to visit the school from the District official in charge of each building. When parents, patrons, and friends

have been invited to a school for a particular activity or program, it shall not be necessary to request any additional authorization to visit the school.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when the person interferes with the peaceful conduct of activities at the school. When a person is being ordered from school premises, the designated authority may seek assistance from law enforcement.

## **WEAPONS IN SCHOOL**

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

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

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

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

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

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

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

Any student found to be in possession of a Class II weapon shall be suspended for a period not less than 10 days. A longer suspension may be imposed for a second offense.

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

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

## **WITHDRAWAL FROM SCHOOL**

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

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

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

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

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

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