

CHICKASHA QUALITY ACADEMY

STUDENT HANDBOOK



The mission of Chickasha Quality Academy is to guide students to make responsible choices, to encourage students to accept others, and to inspire students to set realistic goals.

1208 S 17TH STREET

CHICKASHA, OKLAHOMA 73018

405-222-6506

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Dear Student and Parent/Guardian,

Welcome to a new school year. This student handbook contains valuable information about guidelines, rules and expectations of Chickasha Quality Academy (CQA). These rules and regulations are designed to help provide a safe and positive learning environment for all students and staff. It is an important mission of CQA to provide each student with an interdisciplinary learning environment integrated with art, life skills, character development, work study, service learning, soft skills needed for success; as well as, meeting the state graduation requirements. Each student will be expected to fulfill the expectations established by the Academy.

Our goal is to provide students with both intellectual growth and lifelong learning skills. In order to accomplish these goals, we encourage parents/guardians, students and teachers to work together towards the success of all students. The mission of Chickasha Quality Academy is to guide students to make responsible choices, to encourage students to accept others, and to inspire students to set realistic goals. With this mission in mind, we as a faculty and staff are committed to helping each student see his or her true potential and support him or her every step of the way.

Always remember that attending Chickasha Quality Academy is a privilege and this will be a great year with you as a member of the “CQA family”!

Sincerely,

Elizabeth K. Fechner

Elizabeth Ketchum Fechner
Director of Alternative Education
efechner@chickasha.k12.ok.us
405-222-6506

INTRODUCTION

Chickasha Quality Academy is an alternative high school provided by Chickasha Public Schools and is linked to Chickasha High School. Anyone wishing to attend Chickasha Quality Academy must be enrolled in Chickasha Public Schools. Chickasha Quality Academy provides an alternative setting for students who are behind on credits for graduation, have had chronic absences in the past, have or had family issues, have or had financial issues, are presently or will be a parenting teen, have extenuating life circumstances or are a recovered dropout. We offer the core curriculum necessary for high school graduation: Math, Science, English and History. We also provide additional courses to fulfill local and state requirements to receive a high school diploma. The student will receive individual assistance as he/she masters the goals consistent with the state academic requirements. We strongly encourage all students to consider enrolling in Canadian Valley Technology Center during his or her junior and senior years.

Students who attend Chickasha Quality Academy may participate in high school extracurricular activities such as band, choir, athletics, and clubs located on the main high school campus.

PROGRAM

Chickasha Quality Academy (CQA) has the same state academic requirements as Chickasha High School. Alternative instruction methods are used to meet the specific needs of each student. Enrollment in CQA is voluntary and an application must be completed and received to be granted an interview for an intake into the program. The student must accept responsibility for his or her own success in both behavior and academics. We believe a student who desires to complete graduation requirements will assume many personal responsibilities including treating others the way he or she wants to be treated, being respectful to self, to others, and to school property, and will comply with all directives given by the teacher.

- CQA has a **15 to 1** ratio. We are only allowed to have 15 students for each teacher; therefore, students are able to get the individual help needed.
- Students have a **minimum requirement of 4 module tests passed each week**, but may work ahead to earn credits faster than a traditional high school.
- the student must achieve a minimum of a 60% competency in each course enrolled
- Students are allowed to work on one course at a time unless he/she is involved in an OSSAA sanctioned activity (band, choir, athletics, etc) that requires eligibility. Those students must complete and pass one test per required subject per week to stay OSSAA eligible.
- CQA is located at a different site than Chickasha High School and has its own Principal/Director to run the school.
- CQA meets from 8:15 a.m. until 11:15 a.m. then from 12 p.m.- 2 p.m. Monday through Friday.
- All students must participate in the required Oklahoma State Department of Education testing
- All students are allowed to participate in prom, high school graduation week and Chickasha High School commencement. When you graduate through the Academy, you are a Chickasha High School graduate.

- All students are required to attend weekly counseling sessions, participate in life skills classes and complete an exit survey upon completion of the school year.

VISION

The vision of Chickasha Quality Academy is to provide a safe and productive learning environment that is conducive to individual learning styles. Even our students who struggle academically will have a complete personalized one-on-one experience with an opportunity to progress at their own pace. This vision encourages students to graduate from high school or to gain the necessary skills and credits to return to the regular school setting. Each student that fulfills the graduation requirements from Chickasha Quality Academy will receive a high school diploma from Chickasha High School. The Academy is designed to serve eligible students allowing individualized, modified, and alternative instruction. At risk students (criteria found on last page) will receive first priority when vacancies are available. One of the goals of Chickasha Quality Academy is to create a well rounded productive citizen.

GOAL

The main goal of CQA is to provide personalized academic instruction, career/vocational counseling and assessment, vocational programs, Individual Career Academic Plan (ICAP), a work-study program/internship, and integrated services from outside agencies, as needed, to meet individual student needs. All these resources are available while presenting an atmosphere for students with alternative learning capacities in order to achieve credits towards graduation at an expedited rate.

PLAN AND POLICY

An application process for students is required so the individual student's needs can be determined. Since space is limited, all applicants will be contacted as to whether or not they will receive an interview to start the entrance process. Once an application and all the attendance, discipline and academic data (transcript and 4-year plan); as well as, a signature of either the counselor or high school principal has been received by the Director of Alternative Education, a committee consisting of a high school counselor, high school principal or his/her designee, a graduation coach, the Director of Alternative Education or principal, a high school teacher and an alternative education teacher will meet and discuss each applicant. Upon committee approval, the student/student's guardian will be contacted to set up an appointment for the intake meeting. During the intake meeting, each student and his/her guardian will initial each set of rules and requirements of Chickasha Quality Academy. Signatures of all participants of the intake meeting will sign the "Student Awareness" sheet. Counseling and extended program paperwork will be completed as part of the intake process. Students will receive a school district calendar and the bell schedule associated with CQA. The student and his or her guardian will be notified of acceptance by phone call. If denial of entry, the parent/guardian will be notified by phone call and letter. The student will start CQA the following school day after checking in all material belonging to Chickasha High School.

Students will be evaluated regularly for attendance and progress to validate that sufficient credits are completed. Students will be using an online learning platform for electives and will be using

paper/pencil modules for core curriculum as well as seminars relating to specific core subjects. Please note the online learning platform may not meet the requirements of NCAA eligibility. The NCAA must clear each course the student receives credit. NCAA has approved all taught classes, but online classes will be approved through a case by case situation. Student's not utilizing work study, technological training, concurrent classes, and have more than two years of credits to earn, will be required to attend school the full length of each school day. Students will be able to accumulate credits at their own pace and be allowed to vacate the school system early if they meet requirements for graduation. The Chickasha Quality Academy school handbook will be the first source for policy unless otherwise noted. It is the student's responsibility to familiarize himself/herself with these expectations.

PRIVILEGES AND RESPONSIBILITIES

Chickasha Quality Academy is an extension of Chickasha High School. It is a place where individuals attend to complete their high school diploma or obtain enough credits to return to traditional school and gather skills to allow them to be successful in life. CQA is a "Zero Tolerance" school. Any violation of the rules and regulations may result in the loss of privilege to attend. Violations- such as, but not limited to - drug abuse, excessive absences, lack of progression in academics, and conduct unbecoming of a productive citizen are all grounds for dismissal from Chickasha Quality Academy. Chickasha Quality Academy is not a discipline school.

Those students consistently meeting the standards of Chickasha Quality Academy will be recognized with rewards, incentives and recognitions throughout the school year. Rewards, incentives and recognitions can include- but are not limited to- "Student of the Month", coupons for free food, posts on social media, early release from school or longer lunch.

SUPPORT SERVICES

Support services are available to the student from varied agencies and are an integral part of CQA. These services can include vocational assessment and training, job sampling, vocational counseling, group counseling, WorkForce of Oklahoma, and Southwest Youth and Family Services.

ATTENDANCE

According to the Oklahoma State Department of Education, we are funded by your attendance; therefore, you must be in attendance. Dependable and punctual attendance is a critical factor to be a success at school and the workplace. All students are expected to be on time and ready to work when school starts. CQA will monitor your attendance and tardiness during the school hours. A parent or guardian must contact the school, if his/her student is not present. If the Parent/Guardian does not contact the school, he or she will be contacted when a student is absent. Once a student arrives at school, he/she may not leave prior to the end of the school day, except to attend lunch, without permission from the school and a guardian. Pre-planned absences should be communicated with the school prior to the absence. If excessive tardies occur, the student will be required to make up his/her time by staying after school. If excessive absences occur, it will jeopardize whether or not

the student gets to stay at Chickasha Quality Academy. Attendance = progress forward. You can't progress if you are not present. Upon 5 absences, the student will receive a probationary letter warning him/her of removal. When the student reaches 9 absences in a semester, he/ she will be removed from the Academy on the 10th absence for attendance violations. Lack of attendance and progress will ultimately result in dismissal from Chickasha Quality Academy (CQA).

**Exceptions to this requirement will be considered by the administration on an individual, case-by-case basis.*

“Chronic Absenteeism: Chronic absenteeism occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership, ten percent (10%) or more of school days on a one thousand and eighty hour (1,080) school calendar. The district recognizes that medical exemptions from chronic absenteeism may be appropriate. Student absences which are due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by the district's medical exemption review committee” ([Board Policy EC](#)).

CLOSING OF SCHOOL – BAD WEATHER

Dismissal of school due to bad weather conditions will be announced on KOOL 105.5 Radio and the major Oklahoma City TV Stations. Closure of the school will also be announced on Chickasha Public School's website www.chickasha.k12.ok.us along with the District and Chickasha Quality Academy's Facebook page. In addition to those two sites, a message will be sent via the Remind App to all current students. **The District will send out automated phone calls to the number listed as a student's primary contact.** Please provide the school with current phone numbers so that you can be reached in case of school closure. **Parents and students are encouraged not to call the school so building administrators will be able to implement safety procedures.**

PROGRESS

The student's goal should be to complete all work in the allotted time at CQA. Students are required to complete all the worksheets and pass the test of four (4) modules per week. Work on the online platform requires a 10% gain to receive a module point. Each Friday, the student will sign the “module count” stating how many tests he or she passed from the previous week. If the student did not meet the minimum requirement, the module count will note in the signature column how many tests the student must complete by the end of the present week to be back at the 100% completion minimum. A staff member will notify the student during the week of the student's progress. If the student has not met the minimum of four tests passed per week, a letter will be sent home to the parent/guardian the following week notifying them of the student's lack of progress. The student will meet with the Director of Alternative Education to discuss progress weekly. If the student does not meet the minimum requirements at the end of the nine weeks, the student will be placed on academic probation for the following nine weeks. At the end of the second nine weeks of school, if the student has not met the minimum requirement to take him/her off of probation, the student will not be allowed to return to Chickasha Quality Academy.

Progress: Continued Enrollment

We believe that all students can achieve his or her goal of graduation!

In the traditional school setting, the student would receive seven (7) credits in one semester. While attending Chickasha Quality Academy, the expectation is the same or greater. We expect all students to complete a minimum of seven (7) credits per semester. At the end of each semester, progress will be evaluated by the Director of Alternative Education to determine if the student progressed towards his/her goal. If the student did not meet the minimum requirements of seven (7) credits obtained, his/her enrollment at Chickasha Quality Academy will be in jeopardy. The student will be placed on a contract which states the guidelines to remain enrolled.

Attendance is very important for a student to be successful. Excessive absences can result in lack of progress towards the minimum requirements of four (4) tests passed per week and seven (7) credits per semester. If a student is excessively tardy and/or absent, he/she will be removed from the Academy to make room for another student. Excessive absences can be defined as 9 or more full day absences per semester.

A student is not allowed to take the bound modules home. If a student wishes to work on school work after school, copies of the bound modules can be made available. Students will need to notify the Director of Alternative Education early in the day so copies can be made before the end of school. If the student chooses, online work may be completed at home after a full day of school.

STUDENT BEHAVIOR

A student who repeatedly fails to comply with various school policies, rules, and regulations will be subject to suspension and/or lose his/her right to attend CQA. Even repetitive, chronic, minor violations can result in disciplinary action.

DRESS CODE

Undergarments should not be visible. No matter the student's gender, your torso should not be visible. [Board Policy EH](#)

DISCIPLINE

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. If the student cannot comply with simple directives given by any staff member, corrective action will occur. Corrective action may be a minor correction such as

- staying on campus during lunch or staying after school for a specified amount of time
- cleaning the school grounds

- conference with student and/or conference with parent
- referral to counselor
- behavioral contract
- temporary removal from class and/or sent home for the day
- requiring a student to make financial restitution for damaged property
- restriction of privileges
- 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.

If the infraction is more severe, suspension may be necessary to encourage the correct behavior. 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 number of days corresponding to the discipline is per the Administrator's discretion.

Major Violations of the rules can and will result in disciplinary action such as:

Violation 1: 1-3 day suspension and parent/guardian contact

Violation 2: 3-5 days suspension, parent/guardian contact, review of the "Self Awareness" compact where removal from CQA will be discussed.

Violation 3: Removal from CQA

***Any violation considered Flagrant Misconduct ("behavior that is extremely, purposefully improper, to the point of being flaunted or wrongful actions that are shockingly noticeable") or ZERO TOLERANCE could result in immediate removal from the program.**

SEARCH OF STUDENTS

Search of student follows the Chickasha Public Schools [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.

Reporting: Any employee who has reasonable cause to suspect that a student may be under the influence of or has in his or her possession, alcoholic beverages, low-point beer, or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent or designee and, if possible, a parent or legal guardian of the student."

SUBSTANCE ABUSE POLICY

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 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, that 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/guardian 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/guardian and student to meet with the principal or his/her designee. A student who is a 2nd time offender will receive a longer suspension.

For suspensions greater than 10 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. Following the conference with the principal or his/her designee, the principal will decide if circumstances merit a deferment of the remainder of the suspension beyond ten (10) days and a conditional early readmission of the student, if the following is completed:

1. The student must be involved in or enrolled in counseling with a counselor or agency approved by the school. Parental involvement, although not required, is strongly requested. During the period of counseling, reports are to be signed by the counselor.
2. Upon proof of compliance with number one above, the student would be readmitted on probationary status and would stay on probation as long as counseling continues. Counseling, upon successful completion, would be terminated by the counselor. A statement of release, signed by the counselor, must be submitted to the principal. Probationary status would include the student's signing and abiding by a contract stating that he/she understands that violations of school rules which would normally lead to a short-term suspension will cause probationary status to be lifted and the original suspension reinstated. [Board Policy EK](#)

All students are allowed [Due Process](#).

Medical Marijuana

"Medical marijuana is not permitted on school grounds, in school vehicles or buses or at school-related activities except as stated in this policy. Students are not allowed to possess medical marijuana during the school day, on school grounds, in school vehicles or buses, at school-related activities, except as authorized by this policy. School personnel are not legally permitted to administer medical marijuana to students.

Students whose medical condition requires the use of medical marijuana during the school day will be required to leave campus in order to do so. The parent or legal guardian is responsible for checking the student in and out of school.

Upon arriving at school, the parent or guardian will follow District protocol with regard to check in and departure.

Students are not allowed to smoke or vaporize medical marijuana or medical marijuana products. Students are permitted to use nebulizers or other aerosolized medical devices." ([Board Policy BQ](#)).

ZERO TOLERANCE: HARASSMENT, INTIMIDATION, BULLYING

Chickasha Quality Academy is committed to creating and maintaining a healthy learning environment that is free from harassment, intimidation and bullying. Any student who is harassing, intimidating or bullying another person, will be removed from Chickasha Quality Academy. We also follow all guidelines listed in the Chickasha High School handbook and Chickasha Public Schools' Board Policy. Please see [Board Policy EI-R1](#).

BULLYING

Definitions, Explanations, and Types of Bullying: Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects bullying. This results in a reluctance or resistance to attend school.

Bullying includes, but is not limited to, a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

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

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

- A. Verbal, physical, or written harassment or abuse;
- B. Repeated remarks of a demeaning nature;
- C. Implied or explicit threats concerning one's grades, achievements, etc.;
- D. Demeaning jokes, stories, or activities directed at the student;
- E. Unwelcome physical contact.

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history,

personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment.

Electronic Communication involves the communication of any written, verbal or pictorial information or video content by means of an electronic device, including but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, including a computer. Bullying of

students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

Student and Staff Education and Training: All staff will be provided with a copy of District's policy on the prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. District is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct. Training for administrators and school employees shall be completed the first year of employment and then at least once every fifth academic year.

Students shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

District's Safe School Committee: The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Investigative Procedures:

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the principal. Detailed information should be provided to the principal in written form to allow for a thorough investigation.
2. Upon receipt of a written report, the principal shall contact the superintendent and or his/her designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed, the

principal and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the District's Student Code of Conduct has been violated, the principal shall follow District policies regarding the discipline of the student. The principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

5. Upon completion of the investigation, the principal or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim, if under 18 years old, of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator or the parent, if the perpetrator is under 18 years old, of the documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this regulation. The principal should notify the Superintendent or designee within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the principal should notify the Superintendent or designee of the findings of the investigation. Documentation should also be provided to the Superintendent or designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Additional Procedures Related to Bullying: It is the District's policy that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the District. The Administration will develop and implement appropriate regulations regarding bullying.

RACE AND SEX DISCRIMINATION

District does not discriminate on the basis of race or sex and shall comply with 70 O.S. §24-157 and Oklahoma Administrative Code 210: 10-1-23 in the enactment of this policy. In addition, the provisions provided for herein shall not prohibit the teaching of concepts that align to the Oklahoma Academic Standards. Students, parents, teachers, school staff, and members of the public may file a complaint alleging a violation of 70 O.S. §24-157 or 210: 10-1-23. In order for a complaint to be accepted for investigation, it must: Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures; Identify the dates the alleged discriminatory act occurred; Explain the alleged violation and/or discriminatory conduct and how 70 O.S. §24-157 or 210: 10-1-23 have been violated; Include sufficient relevant information to enable the District to investigate the alleged violation; and Identify witnesses the school may interview, if applicable, provided the school will not dismiss a complaint for failure to identify witnesses. District designates Jennifer Stegman to receive reports of violations of this policy. District will ensure that the employee is unbiased and free of any conflicts of interest. Jennifer Stegman may be reached via email at jstegman@chickasha.k12.ok.us or via telephone at (405)222-6500.

[Form BR-F1](#)

NONDISCRIMINATION

District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BI - Civil Rights. The following people have been designated to handle inquiries regarding the non-discrimination policies:

The Superintendent should be contacted for all student and non-student and/or employment related issues;

The Title IX Coordinator should be contacted for issues related to sexual discrimination or harassment (pladyman@chickasha.k12.ok.us); and,

The Coordinator/Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (pladyman@chickasha.k12.ok.us).

Each may be reached at (405) 222-6500 or at 900 West Choctaw Avenue, Chickasha, OK 73018 or email Pam Ladyman at pladyman@chickasha.k12.ok.us.

Inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the

following address:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Fax: (816) 268-0599
Email: OCR.KansasCity@ed.gov

ELECTRONIC DEVICES

Electronic devices such as cell phones are required to be silenced or placed on vibrate, and turned into the front office during school hours according to Senate Bill 139 “Bell to Bell, No Cell” that Governor Kevin Stitt signed in 2025. Students will not be allowed to use their phones while taking tests. Cell phones can be used for music while working on school work but texting, taking pictures or video taping is prohibited. Violations can result in temporary loss of device or suspension. School should be viewed as a job and the majority of jobs do not let you answer phone calls while on duty; therefore, students should not answer his/her phone while in school unless the teacher or administrator gives permission to answer and talk. Continued violations will result in loss of privileges. Cell phone usage is permitted at any time in the event of an emergency. An emergency is defined as any event in which there is imminent danger of bodily injury or loss of life or damage to property.

COMPUTERS

Each student is expected to use his/her computer responsibly and is required to fill out the Student Internet User agreement. While on school premises, students will use the computers checked out to him/her and the desktop computers available in the computer lab. All students will be assigned a computer that he/she must use for the remainder of the year or until the administrator reassigns the computer.

Each student will sign a computer contract and be given a laptop to complete work at home. Upon completion of the school year, students will be required to turn in the laptop and charger assigned. If the student fails to return the computer and the charger, he/she will be charged a set amount of money to replace the items checked out (ex. 2022-2023 school year: the cost for the charger was 25 dollars and the laptop was 125 dollars). If students have their own device, they are not required to check out a laptop from the school. Students are not allowed to be on any social media site, personal email or any site containing illicit content during school hours. If the student is found to be on any of the sites listed above, he/she is subject to disciplinary action.

COMMUNICATION

As a Chickasha Quality Academy student, communication between the teacher, student, administrator and parent/guardian is critical. We are all working together to create success; therefore, communication is vital.

- Students are expected to check daily for messages/emails and announcements from the instructor or the school. Students are to respond to all emails and /or phone calls and text messages from their instructor/school when requested.
- School personnel can be contacted through email, phone call, text message and--whenever possible--an app designed for communication. Students can expect a reply from school personnel within 24 school hours. All faculty, staff, and student emails end with @chickasha.k12.ok.us.
- Parent/guardian communication with the administration or school is a central part to the success of the student. School personnel will be in contact with parents/guardians on a regular basis through letters, emails, phone calls and text messages.
- Parents/Guardians are expected to monitor their child's progress and communicate with the school if problems arise.

TRANSPORTATION

Vehicles must follow posted speed limits surrounding the campus. Driving a vehicle in any reckless manner can cause a student to lose driving privileges on school grounds. Only a licensed driver with proof of insurance is authorized to operate a vehicle on school property.

- **If the student is riding the bus**, he/she will need to contact transportation at 222-6570 to determine what bus they need to ride and where to board the bus. The bus will take the student to Chickasha High School where he/she will unload the bus and load another bus that will bring the student to the Academy. If the student is attending Canadian Valley Technology Center in the afternoon, the Director of Alternative Education will contact the Transportation Department to schedule transportation to the Technology Center. All district rules for transportation apply.
- If all other avenues of transportation have been exhausted, a staff member or student will transport the student to his/her destination. Parent/Guardian will initial and sign a release for school personnel or another student to transport.

LUNCH

All students may eat lunch provided through the district's lunch service. Lunch will be served from 11:15 a.m. to 11:55 a.m. Daily, each student will need to tell school staff that he/she would like a lunch delivered to the Academy. The district's lunch service will deliver individually contained lunches with either white/chocolate milk or water. Students need to fill out a lunch application form for approval of free and reduced meals. Students are also allowed to bring lunches from home. A refrigerator and microwave is provided for use.

VENDING MACHINES

Food and drink shall be consumed only in designated areas. The vending machines will only be open at the discretion of school personnel. All food and drink must be kept away from the computers provided for student use. The vending machines should only be used on scheduled breaks or with administrative permission. Coffee is available for free to all students and staff.

TOBACCO OR NICOTINE PRODUCTS

It is a violation of Federal Law to use tobacco or nicotine products (cigarettes, cigars, vapor, chewing tobacco, dip) on school property; therefore, all students will be required to initial and sign guidelines stating he/she will not use these products on school property. Students found to be using tobacco or nicotine products on campus are subject to one of the listed disciplinary actions.

SCHOOL TRIPS/SERVICE LEARNING OPPORTUNITIES

Students shall be in compliance with district academic and eligibility school policy in order to participate in school trips. Service Learning is a requirement of any alternative education students. Service Learning projects will be offered to all students during school hours. Each student must participate in a minimum of two service projects each year. Additional opportunities outside of the school day will be offered if the student has not met his or her minimum goal.

EXTRACURRICULAR ACTIVITIES

All Academy students are allowed to participate in school sponsored activities such as sports, fine arts, and vocational training. All extracurricular activities are located off the Academy campus at either Chickasha High School or Canadian Valley Technology Center campus. The student will be enrolled in the course that corresponds with whichever activity he/she decides to participate; for example, if a student wishes to remain in choir upon acceptance into the alternative school, he or she will remain enrolled in that course. All attendance and Chickasha High School rules will apply to the student as long as he/she remains in the class. Athletics is built into the school day. Any student wishing to participate in athletics will be dismissed five minutes prior to the start of athletics to allow for travel time. If a student is involved in an OSSAA sanctioned activity, he/she will be required to complete and pass a test in every core subject every week to remain eligible.

COUNSELING

Counseling is a state requirement for all students enrolled in an alternative program. While enrolled at Chickasha Quality Academy, students will be required to attend group and/or individual counseling sessions. Counseling services are provided through school counselors and/or private agencies and are free of charge. If the student is required counseling because of violations to the handbook; such as the drug policy, those services will not be financed through Chickasha Public Schools.

EMERGENCY PROCEDURES

All state and local guidelines for emergency procedures will be followed. Instructions will be provided for all school personnel in case of any emergency including, but not limited to, fire drills, tornado drills, and intruder on campus drills. Teachers will practice various scenarios with all students regularly.

IN ADDITION TO THE ABOVE EXPECTATIONS, POLICIES AND PROCEDURES, ALL STUDENTS ARE EXPECTED TO COMPLY WITH THE GUIDELINES OF CHICKASHA HIGH SCHOOL STUDENT HANDBOOK AND ALL OF CHICKASHA PUBLIC SCHOOLS' BOARD POLICIES.

FERPA

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

1. The right to inspect and review the student's education records within 45 days after the day the student's school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student beliefs are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

PARENTS BILL OF RIGHTS (District Policy EO)

The District's board of education, in consultation with parents, teachers and administrators, has adopted and developed this policy to promote the involvement of parents/guardians of children enrolled within the District.

District's board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote the involvement of parents/guardians of children enrolled within the District. 1. District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will

- provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas;
2. Parents may request additional information from the administration regarding their child's course of study and learning materials, including the source of any supplemental educational methods;
 3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma;
 4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child's participation in the sex education curricula to the administration;
 5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula;
 6. District will provide information to parents upon request regarding the nature and purpose of clubs and activities that have been approved by the school;
 7. If written consent is provided to a district for assessment or treatment of a minor as permitted by law, such consent shall only be effective for the school year for which it is granted and shall be renewed each subsequent school year; and EO Page 2 of 3
 8. Parents are advised that Oklahoma law includes the following parental rights and responsibilities:
 - a. the right to opt out of sex education curriculum if offered by the District;
 - b. open enrollment rights;
 - c. the right to opt out of assignments as allowed by Section 2003 of Title 25 of the Oklahoma Statutes;
 - d. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes;
 - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes;
 - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes;
 - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;
 - h. the right to review test results;
 - i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes;
 - j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes;
 - k. the right to receive a school report card;
 - l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes;
 - m. the right to public review of courses of study and textbooks;
 - n. the right to be excused from school attendance for religious reasons;

- o. policies related to parental involvement pursuant to Section 2003 of Title 25 of the Oklahoma Statutes;
 - p. the right to participate in parent-teacher associations and organizations that are EO Page 3 of 3 sanctioned by the Board of Education of District; and
 - q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.
9. Within thirty (30) days of learning information regarding material changes related to a student's health, social, or psychological development, District shall disclose such information to the student's parent or guardian. This includes any information known to a District employee or independent contractor, including identity information.
- a. Independent Contractor is defined in 210: 10-2-2 of the Oklahoma Administrative Code (OAC) as an individual, organization, or entity that is engaged by and/or contracted by District to provide services or instruction, directly or indirectly, to students or within District on a temporary or contractual basis, and who is not an employee of District.
 - b. Identity Information is defined in 210:10-2-2 of the OAC as names or pronouns used by a student and any social or other transition to a gender that differs from the student's sex as listed on the student's original birth certificate. Pursuant to Oklahoma law, parents may submit a written request for information during regular business hours to either the school principal at the school site or the office of the Superintendent. Within ten (10) days of receiving the request for information, the school principal or Superintendent shall deliver the information requested to the parent or provide a written explanation for the denial. If the request for information is denied or the parent does not receive the information within fifteen (15) days after submitting the request for information, the parent may submit a written request for the information to the District's Board. The Board will formally consider the request at the next scheduled public meeting. However, if the request cannot be properly noticed on the agenda for the next scheduled meeting, the Board shall formally consider the request at the next subsequent public meeting of the Board. [OSSBA Parent Rights](#)

SERVICE ANIMALS

The district acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by "a service animal" in its facilities, vehicles, and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by District employees and students with disabilities. [Board Policy BO](#) [Form BO-F1](#)

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

Chickasha Quality Academy Schedule

Doors open at 7:30 A.M.

Morning: 8:15 A.M.- 11:15 A.M.

Lunch: 11:15 A.M.- 11:55 P.M.

Afternoon: 12:00 P.M.-2:00 P.M.

*If you would like to enter before 8:15 A.M. class time, you may wait in the student lounge until class starts. The student lounge is the last door on the left in the main hall.

School phone number: 405-222-6506

High School Criteria for At-Risk Identification

Student Name: _____

Age: _____

Grade: _____

At- Risk Indicator	Points
Low socio-economic or minority status	1
Teacher, counselor, or principal referred	1
GPA below 2.0 (if so, please write current GPA _____.)	1
Retained at any point in educational process	2
Credit deficiencies for graduation with entering class <ul style="list-style-type: none"> a. 2 credits or less b. 3-5 credits c. 6-7 credits d. 8 credits or more 	1 2 3 4
State testing deficiencies	1
Behavioral Intervention <ul style="list-style-type: none"> a. Full day in-school suspension: 2-5 times b. Full day in-school suspension: more than 5 times c. Out-of-school suspension: 1-2 times d. Out-of-school suspension: 3 times or more 	1 2 3 4
Attendance (excluding medical and any kind of suspension) <ul style="list-style-type: none"> a. Absent 10 or less days b. Absent more than 10 days 	1 2
Personal crisis or trauma (ex. drug/alcohol abuse, suicide attempts, placement outside of the home, abuse/neglect, pregnant/parenting, loss of parent, homeless)	3
Transience (past 3 years) <ul style="list-style-type: none"> a. 2 schools b. 3 schools c. 4 or more schools 	1 2 3
Oklahoma Juvenile Authority (OJA) involvement (if yes, please list in what capacity or violation _____)	1
Department of Human Services (DHS) involvement (If yes, please list in what capacity _____)	1
Previously or currently involved in legal/court proceeding (if yes, please list when and what violation) _____	1
Previously or currently enrolled in an Alternative Education Program	2
Total Points	