

BILL WALLCE EARLY
CHILDHOOD CENTER
Chickasha Public School



STUDENT HANDBOOK

2301 South 16th Street
Chickasha, OK 73018

Website: www.chickasha.k12.ok.us

Phone: 405-222-6544 Fax: 405-320-5949

Amanda Townley, Principal
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Kathy Wenzel, Assistant Principal
kwenzel@chickasha.k12.ok.us

Every Person Matters, Every Moment counts



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BWECC Office Hours: Monday-Friday
7:45 A.M.- 3:30 P.M.

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ADMINISTRATION

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

BOARD OF EDUCATION

Zack McGill Member, Seat 3

Robyn Morse President, Seat 4

Laurie Allen Vice President, Seat 2

Cara Gerdes 2nd Vice President Member, Seat 1

Dr. Christy Clift Member, Seat 5

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

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.

The Chickasha Public School is an equal opportunity employer and will abide by all pertinent State and Federal laws, and all applicable EEOC regulations. Further, no person employed by or served by the Chickasha Public Schools shall be discriminated against based on the grounds of race, color, religion, sex, national origin, qualified disability or veteran. Inquiries regarding the application of this policy may be referred to Jennifer Stegman, Chickasha Public Schools, 900 W. Choctaw, Chickasha, OK, 73018. The telephone is 405-222-6500.

Chickasha Public Schools 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.

We have prepared this handbook to answer questions you may have about the school's rules and procedures and facilitate better understanding among the school, students, and parents. Some district policies are also included. We ask for your cooperation so that we may provide your child with a rewarding and enriching education experience.

PLEASE TAKE TIME TO READ THIS HANDBOOK THOROUGHLY.
THE HANDBOOK IS SUBJECT TO CHANGE WHEN A BOARD POLICY IS UPDATED

Please call 405.222.6544 for additional information or clarification. We are always happy to visit with you or help in any way possible. Our office is open from 7:45 A.M. until 3:30 P.M.

BILL WALLACE EARLY CHILDHOOD CENTER'S MISSION STATEMENT

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

SCHOOL CREED

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

SCHOOL HOURS

Building open for early students	7:45 A.M.
Breakfast	7:45 A.M.--8:15 A.M.
Classes Start	8:30 A.M.
Pick-up	3:15 P.M.

All parents/guardians will be given car tags. Car tags are required by all parents to pick up their student. Any parent/guardian that does not have their car tag will have to take their driver's license into the office to pick up a slip allowing them to pick up their student.

BILL WALLACE EARLY CHILDHOOD CENTER EVENTS 2022-2023

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

GENERAL SCHOOL INFORMATION

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

ACTIVITIES

One of the goals of Bill Wallace Early Childhood Center is to provide every student the opportunity to participate in school related activities. We encourage each student to actively participate in all activities and events at Bill Wallace Early Childhood Center.

ASSEMBLIES

Assemblies at Bill Wallace Early Childhood Center are considered to be privileges. Throughout the year, special assemblies will be arranged with guests for enrichment/extension activities. Students are expected to act respectful of any guest to the Bill Wallace Early Childhood Center campus.

ATTENDANCE POLICY

Please contact the Attendance secretary the morning of a student's absence at 405 222-6544. In accordance with the State of Oklahoma school laws and the definition of chronic absenteeism, students must be present at a minimum of 90% of the time in order to receive credit for that class. Chickasha Public Schools' instructional calendar consists of 168 school days. Therefore, a student may not miss more than 16 days throughout the entire school year.

Absences:

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

1. **Excused Absences** from school will be allowed for the following reasons, providing a phone call to the Attendance Office from the parent or guardian is made on the day of the absence:
 - Illness
 - Doctor or dentist appointment
 - Funerals
 - Emergencies (Family)
 - Recognized religious holidays
 - Statements or appointment cards from doctor or dentist must be presented to the Attendance Office.
2. **Unexcused Absences/Unverified** are given if no phone call to the Attendance Office is made. If no phone call is received by, at most, two days after an absence, the absence will remain unexcused/unverified. It is the responsibility of the parent or guardian to call in on time.

ATTENDANCE AND MAKE-UP WORK

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

- Chronic Absenteeism is missing 10% of the school year. Students who miss 10% may fail that grade level. This includes all absences.
- Students who are absent from school shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class.
- When a student is absent, the parent or guardian should call the attendance office before noon the day of the absence, if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence.

- Students arriving after the start time will be counted as tardy. Parents must sign in all tardy students.
- Students arriving after 9:30 A.M. will be counted absent for the morning. Students leaving school before 1:30 P.M. will be counted absent for the afternoon. This will be counted against perfect attendance.

Regular attendance is expected and necessary to support students as we build a solid foundation. We are required by law to keep a record of reasons for student absences. Please call or send a note stating the reason your child is not in school each time an absence is necessary.

Excessive absences may lead to legal action in compliance with Oklahoma State attendance laws. Upon the 4th day of unexcused absences within a four-week period, the matter may be referred to the District Attorney.

ARRIVAL PROCEDURES

Children eating breakfast may arrive at 7:45 A.M. by start/stop times 8:15 A.M. Students eating breakfast will go directly to the cafeteria and students not eating will be directed to their classroom pods until classes start.

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

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

DEPARTURE FROM SCHOOL

CAR RIDERS: We are encouraging *parents to enter the school drive by traveling down 17th street and going east on Montana to enter the circle drive at the entrance of the school.* We will use double lanes to help load students efficiently. Each student will be given a tag with their name and teacher on it, please have this displayed on the dash of your car so we can see it and bring your student to you. *If you come early to pick up your student, please park in the front parking lot and not in our pick up lanes. The West side of the building is not to be used for pickup. Students would have to cross the bus lane, and that could lead to a dangerous situation. Thank you for helping us keep your children safe.*

BUS RIDERS will exit through the gym on the west side of the building.

BIRTHDAY OR PRIVATE PARTIES

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

BREAKFAST AND LUNCH PROGRAMS

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 Food Services at 405-222-6573 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.

BULLYING, INTIMIDATION, AND HARASSMENT POLICY

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

A. As used in the School Safety and Bullying Prevention Act (70 OK Stat § 70-24-100.3 (2014)):

1. "Bullying" means any 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;
2. "At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events;
3. "Electronic communication" means the communication of any written, verbal, 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 telecommunication device, or a computer; and
4. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

B. Nothing in this act shall be construed to impose a specific liability on any school district. Such behavior is prohibited. Harassment set forth above may include, but is not limited to, the following:

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

Any student exhibiting harassment, intimidation, and/or bullying, either verbally, in written form, or by gesture toward another student or school personnel, or others on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or a school sanctioned events shall be subject to the following:

- The student will be referred immediately to a site administrator or his/ her designee for intervention;
- The administrator will gather, evaluate incident information, and document (a) the incident and place the student on probation if found in violation of the above policy, or (b) implementing one or more of the following intervention procedures if they have violated the above policy;
- Conference with student;
- Conference with parent/guardian;
- Detention;
- Referral to a counselor;
- Behavioral contract;

- Changing student's seat assignment or class assignment;
- Requiring a student to make financial restitution for damaged property;
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior;
- Restriction of privileges;
- Involvement of local authorities;
- Refer student to the appropriate agency;
- Suspension;

Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in class field trips.

BUS TRANSPORTATION

All bus riders will ride the buses home daily unless communication from the legal guardian or parent is received in the school office. **Other students may not ride the buses home with bus riders unless the principal has given prior approval. If transportation changes are needed, please call the office before 1:00 P.M. to ensure the message is given to the student and teacher.**

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

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 for students who obey the bus rider rules could result in the bus driver's attention being distracted. This in turn could result in a bus accident. Students are to obey the request of the bus driver as they would a teacher. **Failure to follow the bus rider rules will be dealt with as follows:**

1st Offense: Conference with student, assigned seat at the front of the bus.

2nd Offense: 5 days suspension from the bus.

3rd Offense: 10 days suspension from the bus.

4th Offense: Suspension from the bus for the remainder of the semester.

7. Students must board the school bus at designated bus stops 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 in 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.

CHECKING IN/ATTENDANCE

Students arriving after the school day begins must report to the attendance office to obtain an ADMIT TO CLASS slip. The ADMIT TO CLASS slip is not necessarily an excused tardy. **If your student will not be in attendance, please contact the school on the day of the absence.** (FDC-R1)

CHILD FIND NOTICE

Under the Individuals with Disabilities Education Act and other federal laws, public school districts must make a free appropriate education available to eligible children with disabilities, ages 3 through 21. The types of disabilities covered include autism, deaf-blindness, developmental delays, emotional disturbance, hearing impairment including intellectual disabilities, multiple disabilities, orthopedic impairments, traumatic brain injury, and visual impairment including blindness. Chickasha Public Schools is trying to find students ages 3 through 21 who may have disabilities and who are not currently receiving services. If you would like further information or know of a child who may have a disability who is living in the Chickasha Public Schools District, please contact Pam Ladyman at 405 222-6500.

CLASSROOM PARTIES

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

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

All food must be in prepackaged containers. We suggest healthy foods to replace sweets.

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.

CLASSROOM/SCHOOL BEHAVIOR

We desire that all students accept responsibility for their actions. Expectations are that all students will conduct themselves in a manner that enhances the learning process. Any behavior which is impeding the learning environment of others will be addressed. Please see PBIS Behavior Matrix below.

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Closure of school due to inclement weather conditions will be announced by 6:30 A.M. on KOOL 105.5 Radio and all major Oklahoma City TV Stations. Closure of school will also be announced on the district website: www.chickasha.k12.ok.us and on Bill Wallace Early Childhood Center's Facebook page. Parents and students are encouraged not to call the school so building administrators will be able to

implement safety procedures. Please provide the school with current phone numbers so that you can be reached in case of school closure.

DISCIPLINE POLICY

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

The students enrolled in the Chickasha Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers and Board of Education. The teacher or administrator shall have the same right as the parent or guardian to control and discipline a child while in attendance at school, school sponsored activities, or being transported to or from school or school sponsored activities in district owned transportation equipment. (The provisions of this policy include behavior at bus stops and children walking to and from school). Any student who is found to be guilty of disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken the regulation. (70 O.S. 6-114, School Laws of Oklahoma).

CONDUCT AND DISCIPLINE PROCEDURES

The staff at each elementary site works together to make discipline as fair and consistent as possible. Disciplinary actions depend on the nature, frequency, severity, and situation of student misbehavior. Students are expected to obey the rules and all adults responsible for their care. Desirable conduct is rewarded and students should learn that there are positive consequences for good behavior just as there are negative consequences for inappropriate behavior.

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

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

CONSEQUENCES

Minor offenses to include but are not limited to:

- Not being kind with words and actions; not completing assignments; disrupting the learning environment; and not following classroom rules as determined by the teacher and posted in the classroom.
- Follow classroom consequences as determined by the teacher and posted in the classroom;
- Office visits may result for repeated offenses where appropriate consequences will be determined.
- Disrespect of authority; unruly conduct that disrupts the learning environment; lying/cheating; and inappropriate language and conversation.
- Teacher is notified and follows policy put in place in the classroom including but not limited to notification of parent;
- Discipline report to the office;
- Parent contacted and appropriate disciplinary action taken;
- Parent contacted along with 2 days of ISS or 1 day of suspension;
- With each repeated offense suspension will be doubled.
- In addition, with each offense student may be required to attend weekly group or individual counseling sessions with regard to the specific offense for a period of time to be no less than but not limited to 3 sessions per offense.

Major offenses include but are not limited to:

- Theft and fighting.
- Parent contacted along with 3 days of ISS or 2 day of suspension;
- With each repeated offense suspension will be doubled.
- In addition, with each offense student may be required to attend weekly group or individual counseling sessions with regard to the specific offense for a period of time to be no less than but not limited to 3 sessions per offense.
- Bullying/Intimidation/Harassment Policy, Drug Free Schools, and Weapons violations will follow Board Policy as referenced in this student handbook.

DISCIPLINARY ACTIONS

THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DISCIPLINARY ACTIONS.

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

Conference with student

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

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

- A. An appeal to the Principal must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal's or designee's suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
 - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
 - b. The reasonableness and length of the suspension.
- B. The suspension decision will become final and unappealable if a request for appeal is not timely submitted.
- C. Upon receipt of the request for an appeal, the Principal shall confirm the suspension falls within the category of suspensions to which an appeal to the Site Committee is authorized. If the Principal or designee determines the period of suspension is greater than ten (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.
- D. The Principal or designee shall appoint a Site Committee to hear the appeal. The Site Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to the school site and an administrator or counselor not involved with the suspension

of the student. The Site Committee shall designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Site Committee.

- E. The short-term appeal must be submitted in writing that includes all reasons, rationale, and facts that are deemed appropriate as to the nature of the appeal.
- F. The Site Committee will conduct a full review of the issues appealed. The appeal review will include policies or regulations related to the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues in writing.
- G. Evidence by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the Principal or designee will inform the Site Committee of the information received from students and explain why the Principal or designee believes that information received is valid and supports the suspension decision
- H. The Site Committee meeting is closed to the public.
- I. Legal counsel is permitted to provide information and documentation for the appeals process that can be reviewed by the Site Committee.

Suspensions of more than 10 days

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

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

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

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

LEGAL AUTHORITY FOR SUSPENSION

Authority to Suspend: A principal or his/her designee has the initial responsibility and authority to suspend a student. In buildings where assistant principals are not provided and the principal is absent, the superintendent or his/her designee or another principal from one of the district's schools, shall come to the school where a student is presenting a discipline problem, assist in the resolution of the problem and be authorized to make suspensions in the absence of the principal. (Reference: O.S. 70-24-102)

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 checkout unless approved by the office). Please do not interrupt the class in progress. We will call the student to come to the office before leaving school.

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

- Other students may not ride the buses home with bus riders unless prior approval has been given by the principal.
- Students will not be permitted to change their going home procedures (indicated by parents and guardians upon enrollment) unless the school office has been notified by the parent or guardian before 1:00 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.

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

DRESS CODE FOR STUDENTS

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

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

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

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

DELIVERY OF NOVELTIES

Flowers, balloon bouquets, novelty items, or gifts **MAY NOT BE** delivered to students at Bill Wallace Early Childhood Center.

ELECTRONIC DEVICES

Cellphones, iPads, Smart Watches, Gaming Devices, and cameras must be left at home. The school will not be responsible for searching for or replacing such items that are brought to school. This also applies to game cartridges. If brought, they will be confiscated and may be picked up in the office by the parent/guardian. If the problem reoccurs, the item will be confiscated and will need to be picked up by the parent/guardian at the end of the semester. The student also may be given ISS.

EMERGENCY DRILLS

Ten safety drills will be conducted each school year.

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

FIELD TRIPS

Students attending field trips are expected to follow all school rules and behave in a manner that positively represents Chickasha Public Schools.

General Regulations:

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

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.

FUNDRAISING CAMPAIGNS

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

GRADE PLACEMENT- RETENTION/PROMOTION

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

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

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

Proficiency-based testing will be available upon request to give students the opportunity to demonstrate proficiency of state competencies. Students must demonstrate proficiency at 90% level to advance to the next level of study in the curriculum area(s). This decision will take into consideration such factors as social-emotional, physical, and mental growth. The school will confer with parents to make such promotion/acceleration decisions. The opportunity for proficiency assessment will be provided two weeks each school year. The test weeks will be the third week in June and the last week in December.

Dyslexia Screening

Beginning with the 2022-2023 school year and for each school year thereafter, any student enrolled in kindergarten through third grade in an Oklahoma public school who is assessed through the Reading Sufficiency Act and is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening may also be requested by a parent or guardian, teacher, counselor, speech-language pathologist, or school psychologist. All processes and characteristics of the dyslexia screening shall follow State Department of Education guidelines.

GRADING SYSTEM

At the end of the fifth week of each nine-week period, parents/guardians will receive a progress report and at the end of each nine-week period, each student will receive a report card.

Teachers will also contact parents by mail, phone or email when the student is having difficulty of any kind, which interferes with the educational process. The report card for grades PK-1st will be a checklist of skills mastered.

GUIDANCE AND COUNSELING

The purpose of the guidance and counseling program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. We accomplish this by helping students feel at

home with all the staff and other students, by providing individual and group conferences when deemed necessary, and through communications with parents, teachers, and students.

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

HEAD LICE

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

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

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

Shampoos to use in treatment of Head Lice:

Prescription

Kwell, Scabene

Non-Prescription

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

HEALTH SERVICES

MEDICATION

Medication is not to be sent to school with students. Parents/Guardians must bring medication in to the office. Parents must fill out a parental authorization form.

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

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

The medication must be delivered to the office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The

medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

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

Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and have been instructed in the proper method of self-administration of medication. Cough drops and loose pills, not in original containers will not be given to students.

STUDENTS MUST NOT TRANSPORT PRESCRIPTION OR NON-PRESCRIPTION MEDICATION.

Philosophy of the Health Services Department

The primary objective of school health services, as provided by the professional school nurse, is to strengthen the educational process of students by assisting them to improve or adapt to their health status. To accomplish that end, we believe:

1. Healthy students make better learners; therefore, attaining optimum health for each student is desirable and promotes the learning process.
2. Modification of the general curriculum should be made to meet the needs of the physically, emotionally, and culturally and intellectually handicapped student.
3. A health program, which is current, factual, and applicable to today's living, prepares students to develop self-enhancing, healthful lifestyles.
4. A safe, healthful school environment is conducive to learning.

We provide health services so that each student will have the optimum health possible and the knowledge and desire to attain this goal.

ILLNESS

Students with a temperature above 100.4 degrees must go home and not return until they have been free of fever without the assistance of medication for 24 hours. Students who are experiencing vomiting or diarrhea must also wait 24 hours before returning to school. When children are sick, they should remain at home to keep the infection from spreading. This does not include sniffles and coughs due to allergies.

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

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

HOMEWORK POLICY

Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

Purpose of homework:

1. Practice. When students are assigned homework for practice it will be structured around content with which students have a high degree of familiarity. The work will pertain to

curriculum that has been done during the week, or work that the teacher feels the class may need additional reinforcement.

2. Preparation or elaboration. When homework is assigned to students for preparation or elaboration its purpose will be to prepare the students for new content or to have them elaborate on content that has been introduced.
3. Unfinished class work. Due to the varied work speed of individual students, anything assigned during the school day becomes homework if not completed during class. Please note that ample time is given to finish most assignments in class.

Guidelines for parents regarding homework:

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

Guidelines for students regarding homework:

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

Guidelines for teachers regarding homework:

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

INTERNET ACCESS AND ACCEPTABLE USE POLICY

(District Policy BJ)The Chickasha Public Schools district District provides various opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material that may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees 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 and employees.

The district makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The 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 the 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' and employees' 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 the District's computers and the Internet are activities that support learning and teaching or which promote the 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.

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/MEDIA SERVICES

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

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

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

LOST AND FOUND

Articles found in and around school should be turned into the office where the owners may identify and claim their property. ***Please mark all outdoor and loose clothing with your child's name.*** Many lost items are never claimed by their owners. All unclaimed articles will be donated to a charitable organization at the end of the school year.

MOMENT OF SILENCE

(Board Policy EA) In accordance with board policy, 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 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.

MONEY AT SCHOOL

Students are not encouraged to bring money to school. Fundraiser money should be taken to the sponsor upon arrival to school. The school will not be responsible for money lost or stolen.

NONDISCRIMINATION

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.

PARENT CONFERENCES

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

Two days are set aside for parent/teacher conferences each school year as designated on the school calendar. However, to accommodate parents' schedules, teachers will conduct after school/evening meetings throughout the week of the designated dates listed above.

Conferences will be scheduled with teacher(s). In order to maintain open communication, parents are encouraged to attend with their student(s).

PARENT GRIEVANCE PROCEDURE

The Chickasha School District recognizes that students and parents/guardians have a fundamental right to discuss grievances that they might have with the district. However, it is also recognized that there must be an orderly procedure for carrying out the grievances. The following steps constitute the procedure for students and parents/guardians:

1. If the grievance is directed toward a teacher, the parent should make an appointment to visit the teacher.
2. After this initial meeting, if the grievance is not settled, the parent should discuss the problem with the principal.
3. If the issue is not resolved, an appointment should be made with the superintendent or his/her designee.

After exhausting all of these available channels, the parents/guardians may appeal to the Board of Education following Board Policy 1.6. The Board's action shall be the final determination of the grievance.

PARENT TEACHER ORGANIZATION

Parent-teacher organizations shall be encouraged as a means of developing a helpful relationship between the home and the school. Assistance in formulating well-organized units, cooperating in planning activities, projects, and school programs, and in general simulating good parent-teacher relations is a function shared by each certificated teacher in the school system.

PERSONAL ITEMS

The only time students should bring toys, games, or other personal items to school is when instructed to do so by their teachers. This privilege may be revoked at any time if the student chooses not to follow the directions of his/her teacher. Items that are brought to school without prior permission will be held in the office for the parent to pick up. **Play guns or knives are not permitted at school and may result in disciplinary action including suspension. THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED, LOST, OR STOLEN PERSONAL ITEMS.**

READING SUFFICIENCY

The purpose of the Reading Sufficiency Act (RSA) is to ensure that all Oklahoma students are reading on grade level at the end of third grade (a critical juncture when students go from learning to read to reading to learn). RSA supports Oklahoma children in Kindergarten through third grade.

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.

REPORTING ABUSE OR NEGLECT

Every person, private citizen or professional who has reason to believe that a child under the age of 18 is being abused or neglected is mandated by law to promptly report suspected abuse to the Oklahoma Department of Human Services (DHS). Likewise, law enforcement will be notified when there is reason to believe a criminal act has occurred. Reports can be made at any time to the DHS Abuse and Neglect Hotline at 1-800-522-3511. The hotline is available 24 hours-a-day, 7 days-a-week.

SAFE CALL

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

SEARCH OF STUDENTS

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

1. When any authorized person has reasonable belief that the student may have on the student's person or property: Intoxicating beverages, low-point beer, dangerous weapons, controlled dangerous substances as defined by law, missing or stolen property.
2. Any search of a student conducted by a District employee will be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. No clothing except cold weather outer garments will be removed before or during a search.
3. School lockers and school desks are the property of the school. Students have no expectation of privacy concerning lockers, desks, or other school property. Lockers, desks, and other storage

areas or compartments may be subject to searches at any time with or without reasonable suspicion.

4. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent that is obtained through threats or coercion is not considered to be freely and voluntarily given.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
6. Items that may be seized during a lawful search-in, in addition to those mentioned in paragraph one above-shall include, but not limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, Billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to the proper authority.
7. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

STUDENT SAFETY

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

- Show your child the route to and from school whether walking or bike riding.
- 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.
- **Make sure this information, your employment site, and appropriate phone numbers are current on our school records. Call the school to update this information should there be changes.**
- 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.
- Caution your child not to leave school during the day and not to leave or ride with strangers.

STUDENT RECORDS POLICY

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

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

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

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

Copies of the FERPA Policy are available during normal school hours at the principal's office. The FERPA Policy and Procedures is also located in the Superintendent's Office, located at 900 W. Choctaw Avenue. Parent(s)/guardian(s) and eligible students have the right to inspect or obtain copies of this policy. The administration building is open between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday, except designated holidays. A translator/interpreter will be provided whenever necessary.

TARDINESS

Students are considered tardy when they arrive one minute after starting times (8:30A.M.) or when they leave school before the end of the day (3:15 P.M.). They are counted absent for the portion of the day they miss. Students arriving late need to be checked into the office by an adult before going to class.

One (1) absence due to tardiness will affect a student's opportunity to obtain perfect attendance.

Students arriving after 9:45 A.M. will be counted absent for the morning. Students leaving school before 1:45 P.M. will be counted absent for the afternoon. This will be counted against perfect attendance.

TELEPHONE

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

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

TITLE I SCHOOL-WIDE PROGRAM PLAN/PARENT PARTICIPATION POLICY

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

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

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

TOBACCO FREE SCHOOLS

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

The Chickasha Board of Education welcomes the active interest of parents and citizens in their public schools, and invites the community to visit at any time. However, since schools are a place of work and learning, certain limits must be set on visitations and on visitors. The building principal is responsible for all persons in the building and on school grounds. For these reasons, the following policy applies to visitors to our school sites:

- Anyone who is not a regular staff member or student of the school is defined as a "visitor".

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

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

VOLUNTEERS

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

If you would be interested in working on certain activities throughout the year, please notify the BWECC Counselor @ 405 222-6544. Some of the activities include being a classroom guest reader, chaperoning field trips, helping with fundraising activities, celebrations, book fairs, or any other special need. Please join us in making Bill Wallace Early Childhood Center an example of a community at work.

WEAPONS IN SCHOOL

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.

Class I weapon possession	Suspended for a period of not less than one (1) school year, which suspension may be modified by the superintendent or his/her designee to not less than one (1) semester on a case-by-case basis.
Class II weapon possession	Suspended for a period of not less than ten (10) days, five (5) days for students in grades ten through twelve. A longer suspension may be imposed for a second offense occurring during the same school year.
Class III weapon possession	Suspended for a period not to exceed ten (10) days out-of-school for a first offense, five (5) days for grades ten through twelve. 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 rev Nov 2021) 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 withdrawal form with the appropriate teachers' signatures must be returned to the principal's office.

CHICKASHA PUBLIC SCHOOL DISTRICT NOTIFICATION OF RIGHTS UNDER FERPA

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

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

CHICKASHA PUBLIC SCHOOL DISTRICT DIRECTORY INFORMATION NOTICE

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

Examples include:

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

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

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

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

Annually, the School District will notify parents and eligible students by means of a District newsletter, newspaper notice, school handbook or individual notice of the designated items for a directory or program.. Parents and eligible students have the right to exclude information from public access. To do so, written notification must be sent to the superintendent's office. Parents and eligible students must specify the particular items that they would not want to be added to the directory. This written notification must be obtained within 2 weeks of receiving the initial notice. At the end of a two-week period, each student's record will be appropriately marked to indicate the parent and eligible student's request. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

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

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

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

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

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

APPEALS PROCESS

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

Bill Wallace Early Childhood Center PBIS Handbook

PBIS Overview

In our efforts to establish Bill Wallace Early Childhood Center as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Bill Wallace Early Childhood Center the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of safety, kindness, responsibility, and respect. Students who are safe, kind, respectful, and responsible are ready to act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what being safe, being kind, being responsible, and being respectful look like in all areas of our school through activities, lessons, demonstrations, videos and role-playing. In addition to learning our pillars of PBIS, teachers and staff will recognize and reward students for better-than-expected behavior. Rewards for these positive behaviors can include but are not limited to: verbal praise, phone calls to parents and special privileges throughout the school. These rewards will be given when students are found in the act of exceptional behavior.

PBIS Schools

PBIS Schools emphasize a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. Unlike how schools have typically responded in the past – discipline in response to student misbehavior – PBIS teaches behavioral expectations and rewards students for following them. The goal is to establish a climate in which appropriate behavior is the norm.

Classroom Management

The key to a positive and effective learning environment is sound classroom management that addresses all aspects of the classroom. Routines will be taught to students at the beginning of the school year and revisited until it is clear that all students understand the routines and are able to perform them. Areas that may be addressed include cooperation, appropriate language, materials and preparation to use them, being actively involved and respectful of the learning environment. These procedures should be in writing so they may be utilized in the event that a guest teacher is needed in the classroom. The techniques used by educators for addressing when a student fails to abide by classroom expectations are unique to each teacher. Although it is impossible to anticipate all possible situations, general plans will be in place for dealing with any behaviors that detract from the learning environment and will be used consistently. This will be the first line of defense in dealing with inappropriate behaviors that are considered to be minor. Note: students who persistently disrupt learning with minor offenses may require administrator involvement.

What if the routines and procedures are not effective?

Routines and procedures are implemented to address behavior in a proactive manner. At times this is not enough or not effective. Consistently repeating minor offenses may be escalated to a major offense.

Major Incidents

Some behaviors and incidents require more immediate solutions and/or the attention of an administrator. Referral forms must be completed and submitted to the principal. The student will then be sent to the office. The administrator will speak with the student and contact the parent, and determine an appropriate consequence. When a student returns to class they will be welcomed. A variety of factors are taken into account while processing a major report, therefore, the consequences that arise will vary from student to student. More importantly, in order to create an environment conducive to learning, we must remember that discipline procedures are not the answer to problematic behavior – it is the positive relationships we build as a learning community between students, families and staff. Punitive measures have little effect on student behavior and are more likely to increase instances of inappropriate behavior.

The Bill Wallace Early Childhood Center staff strives to create a positive environment by making connections with our students and families. Children learn best in the context of positive relationships and a safe, comfortable atmosphere. Our staff will explain appropriate behavior and procedures throughout the year, detailing why it is important and encourage all students to be respectful, ready and responsible. By teaching students the necessary social skills for future success we set our students on a course to be lifelong learners and successful citizens. It is our job to ensure that students learn the skills needed to survive and thrive in society. This means developing students that excel in reading, math, writing, and being good citizens.

Minor offenses to include but not limited to:

- Not being kind with words and actions; not completing assignments; disrupting the learning environment; and not following classroom rules as determined by the teacher and posted in the classroom.
- Follow classroom consequences as determined by the teacher and posted in the classroom;
- Office visits may result for repeated offenses where appropriate consequences will be determined.
- Disrespect of authority; unruly conduct that disrupts the learning environment; lying/cheating; and inappropriate language and conversation.
- Teacher is notified and follows policy put in place in the classroom including but not limited to notification of parent;
- Discipline report to the office;
- Parent contacted and appropriate disciplinary action taken;
- Parent contacted along with 2 days of ISS or 1 day of suspension;
- With each repeated offense suspension will be doubled.
- In addition, with each offense student may be required to attend weekly group or individual counseling sessions with regard to the specific offense for a period of time to be no less than but not limited to 3 sessions per offense.

Major offenses to include but not limited to:

- Physical aggression toward peers or staff members.
- Endangering self.
- Eloping from classroom, playground, or school building.

Bill Wallace Early Childhood Center PBIS Handbook Behavior Expectation Matrix

Bus

Safe

- Keep Body and objects to self
- Stay Seated until the bus stops
- Use quiet voice

Take Action

- Use Kind words
- Let others sit down

Accountable

- Listen to the driver
- Follow directions

Respect

- Keep track of your belongings
- Remember that Mrs. Townley and Mrs. Wenzel should see STAR behavior.



Looks Like	Sounds Like
<p>Students leave the building in an orderly manner.</p> <p>Immediately walk to your assigned bus.</p> <p>Enter the bus and quickly find your seat & slide over for others.</p> <p>Remain seated, facing forward, clear of the aisle.</p> <p>Keep your hands, feet and objects to yourself.</p> <p>Respectful towards the bus driver and monitor.</p> <p>Exit the bus at your assigned bus stop according to your address.</p>	<p>Using appropriate inside voices.</p> <p>Using kind words at all times.</p> <p>Respectful towards the bus driver and monitor.</p>

Hallway

Safe

- Use walking Feet
- Keep body and objects to self.

Take Action


- Move quietly
- Eyes and feet forward
- Walk on the right side of the hallway

Accountable

- Go when & where you have permission
- Keep up with your class

Respect

- Keep hands off walls and decorations
- Voice Level 0



Looks Like	Sounds Like
<p>Walk and keep to the right.</p> <p>Respect personal space.</p> <p>Keep hands and feet to yourself.</p> <p>Keep your eyes looking forward.</p> <p>Work to keep gaps out of the line.</p>	<p>Quiet - Inside voices</p> <p>Ease of Movement</p>

Restroom

Safe

- Walking Feet
- Keep body and objects to self.

Take Action

- Use and flush the toilet
- Wash Hands

Accountable

- Clean up after yourself
- Use water and supplies wisely.
- Return to class quickly and quietly

Respect

- Knock on closed doors
- Respect privacy
- Use quiet voices



Looks Like	Sounds Like
<p>If the stalls are full, wait outside the restroom.</p> <p>Keep your hands to yourself.</p> <p>Respect Privacy Use the restroom for the intended purpose.</p> <p>Wash hands.</p> <p>Flush the toilet after use.</p> <p>Keep the restroom clean.</p> <p>Do not write or draw on the bathroom walls.</p>	<p>Inside voices only</p>

Classroom

Safe

- Use walking Feet
- Keep body and objects to self.

Take Action

- Listen to the teacher
- Do your work.
- Always give your best effort
- Participate in class.

Accountable

- Take care of classroom materials
- Clean up when asked
- Be honest and use kind words

Respect

- Listen to the teacher and other students
- Signal to the teacher before talking.
- Follow directions.



Looks Like	Sounds Like
<p>Follow the adult directions.</p> <p>Use kind, school appropriate language.</p> <p>Use school supplies correctly.</p> <p>Prepared & ready to learn.</p> <p>Help keep the classroom clean & orderly.</p> <p>Actively listening.</p> <p>Raising hands, heads up & eyes on task.</p>	<p>Inside voices</p> <p>Encouraging each other</p> <p>Collaboration type communication</p>

Cafeteria

Safe

- Walking Feet
- Keep body and objects to self.
- Chew food carefully

Take Action


- Make healthy choices
- Use time to eat
- Use only inside or whisper voices.

Accountable

- Clean up after yourself
- Throw away trash in the trash can when finished

Respect

- Touch only your food
- Respect the adults
- Use quiet voices



Looks Like	Sounds Like
<p>Students lined up in a single file line with an inside appropriate voice level ~ no horseplay in line.</p> <p>3 Students at a time to receive food.</p> <p>After receiving food, students sit at the class's table.</p> <p>Students raise their hand and ask for permission to get up or go to the restroom.</p> <p>When students are finished eating, they move their tray to the correct end of the table for trash pickup.</p> <p>Students are dismissed by an adult at the end of lunch.</p>	<p>Inside quiet voices</p> <p>Requests for help opening containers/packages</p>

Potential Interventions		
provide proactive positive interventions	restorative practices	provide 2 different choices
Reminders of expectations	Modeling of expectations	Conversation with parents/guardians
Social Story/Modeling	Verbal Redirection	Relocate student to another place in classroom
sensory input/break	Counsel student through emotions	Suspension from transportation services
Discuss actions and natural consequences once crisis is over	provide with alternate task to re-engage the student	