

BILL WALLCE EARLY  
CHILDHOOD CENTER  
Chickasha Public School



STUDENT HANDBOOK  
2025 - 2026

2301 South 16th Street  
Chickasha, OK 73018

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

Phone: 405-222-6544    Fax: 405-320-5916

Gretchen Slate, Principal  
[gretchen.slate@chickasha.k12.ok.us](mailto:gretchen.slate@chickasha.k12.ok.us)

Dr. Laura Martin, Assistant Principal  
[lmartin@chickasha.k12.ok.us](mailto:lmartin@chickasha.k12.ok.us)

Every Student Achieving, Everyone Accountable



BWECC Office Hours: 7:20 A.M. - 4 P.M.  
Monday - Friday

2301 South 16th Street  
Chickasha, OK 73018

Phone: 405-222-6544  
Fax: 405-320-5916

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

---

## ADMINISTRATION

Rick Croslin	Superintendent
Jennifer Stegman	Assistant Superintendent/CFO
Pam Ladyman	Assistant Superintendent of Personnel and Student Services
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, President, Seat 3

Cara Gerdes, 1st Vice President, Seat 1

Dr. Christy Clift, 2nd Vice President, Seat 5

Robyn Morse, Member, Seat 4

Laurie Allen, Member, Seat 2

Rochelle Bowens, Board Clerk

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

- The Superintendent should be contacted for all student and non-student and/or employment related issues;
- The Title IX Coordinator should be contacted for issues related to sexual discrimination or harassment (pladyman@chickasha.k12.ok.us); and,
- The Coordinator/Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (pladyman@chickasha.k12.ok.us).

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

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

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

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 7:20 A.M. until 4:00 P.M.

## **Bill Wallace Early Childhood Center Mission Statement**

Every student achieving, everyone accountable.

### **School Hours**

Building open for early students	7:20 A.M.
Breakfast	7:20 A.M.-7:50 A.M.
Classes Start	7:50 A.M.
Pick-up	2:50 P.M.

## **BILL WALLACE EARLY CHILDHOOD CENTER EVENTS**

**2025-2026**

### **Tentative Dates**

August 11th - Bill Wallace Back to School Night (Kinder 5:30 to 6:30, First 6 to 7)  
August 13th - First day of school for Kinder and First, PreK Open House by Appointment  
August 14th - PreK First Day of School  
September 8th - PTO Meeting 5 p.m.  
September 12th - PTO Snack Cart  
September 15th-16th - Parent Teacher Conferences  
September 19th - No School  
September 23rd - Open Recess for Families  
September 26th - PTO Snack Cart  
September 30th - Orange Shirt Day  
October 1st - Walk to School Day  
October 3rd - Homecoming Parade and Homecoming Football Game  
October 10th - PTO Snack Cart  
October 16th, 17th, 20th - Fall Break (No School for Students)  
October 21st - Picture Day  
October 24th - Boo-Gram Sales are Due. PTO Snack Cart  
October 27-31st - Red Ribbon Week  
October 30th - Reading Isn't Scary Title 1 Literacy Night  
October 31st - School Wide Trick or Treat Field Trips  
November 7th - PTO Snack Cart  
November 10th - PTO Meeting at 5:00 PM

November 11th - Veteran's Day Program and Picture Retakes  
November 13th - Thanksgiving Day Lunch  
November 14th - Rock Your Mocks  
November 24 to 28 - Thanksgiving Break  
December 4th - Santa Photos  
December 5th - PTO Snack Cart  
December 8th - PTO Meeting  
December 9th - Grade-level Holiday Programs  
December 11th - PreK Evening Christmas Program at the CHS Activity Center  
December 12th - Kindergarten to the Movies  
December 15th to 19th - Holiday Dress-up days  
December 16th to 19th - PTO Holiday Shoppe  
December 19th - Polar Express Day, PTO Snack Cart  
December 22nd to January 5th, 2025 - Winter Break  
January 6th - Students return to school  
January 12th - PTO Meeting  
January 16th - PTO Snack Cart  
January 19th - No School MLK Day  
January 24th - PTO Luau  
January 28th - 100th Day of School  
January 30th - PTO Snack Cart  
February 6th - Candy Gram Orders are Due  
February 9th - PTO Meeting  
February 9th - 10th - Parent Teacher Conferences  
February 12th - Valentine's Parties  
February 13th - No School  
February 27th - PTO Snack Cart  
March 2nd to 6th - Read Across America Week  
March 9th - PTO Meeting  
March 16th to 20th - Spring Break  
March 26th - PTO Snack Cart  
April 2nd - Easter Egg Hunts by Grade Level  
April 3rd - No School Good Friday  
April 9th - PTO Snack Cart and Kiss the Pig  
April 13th - PTO Meeting  
April 17th - No School Friday Off  
April 20th - PreK Pre-enrollment  
April 23rd - PTO Snack Cart  
April 24th - No School Friday Off  
April 30th - Yearbook Orders Due  
May 1st - No School Friday Off  
May 4th to 8th - Teacher Appreciation Week  
May 5th - Kindergarten Park Day  
May 6th - First Grade Park Day  
May 7th - PreK Park Day and PTO Snack Cart  
May 8th - No School Friday Off  
May 11th - PTO Meeting  
May 12th - PreK Fun in the Sun  
May 13th - Kindergarten Fun in the Sun

May 14th - First Grade Fun in the Sun

May 15th - No School Friday Off

May 18th - Art Night

May 21st - End of Year Celebrations and Last Day of School



# 2025/26 Chickasha Public Schools Instructional Calendar-revised

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sept. 1 Labor Day, Oct. 16-17 Fall Break, Nov 24-28 Thanksgiving, Dec. 22-Jan. 2 Christmas, Jan. 19 MLK, Mar. 16-20 Spring Break, Apr. 3 Good Fri.						
Aug. 13 First Day, Jan. 6 Return, May 21 Last Day						
Graduation, May 22 PD Day, May 22						
Parent Teacher Sept. 19, Feb. 13						
New teacher Orientation Aug. 6						
Professional Development Aug. 7, 8, 11, 12, Oct. 20, Jan. 5, May 22						
No School Apr. 17, 24, May 1, 8, 15						
Snow Days-Feb. 16, Mar. 13						

1<sup>st</sup> 9 wks-45 days Aug. 14-Oct. 15  
3<sup>rd</sup> 9 wks. 42 days Jan. 6-Mar. 6

2<sup>nd</sup> 9 wks. 39 days Oct. 20-Dec. 19  
4<sup>th</sup> 9 wks. 42 days Mar. 9-May 21

Total=168 instructional days + 7 PD days=175



## General School Information


**Administration Reserves the Right to Modify Policies and Procedures in the Best Interest of students and staff.**

---

### 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.

### Athletic Safety Procedures




# CHICKASHA ATHLETICS SAFETY PROCEDURES

2025 - 2026  
CHICKASHA PUBLIC SCHOOLS




- All CPS Student tickets are **FREE** to **ALL** sporting events. Student must be wearing CPS attire and have their student ID.
- Any student, 8th grade and under, must be accompanied by a parent or guardian to enter into the stadium.
- Fans should remain on their own team's side.
- Elementary students will be able to play in a designated area at the north end of the stadium. Middle & high school students should be in the stands, if not going to the restroom or concession stand.
- CPS reserves the right to deny entry and the right to remove anyone from the premise for any reason.
- Administrators (site & district), SRO's, and deputies will be present and providing supervision for your safety.


NO PETS




NO OUTSIDE FOOD OR DRINK



NO WEAPONS



NO OUTSIDE CONTAINERS



THANK YOU FOR YOUR  
COOPERATION



### **Attendance Policy**

The Chickasha Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes when possible. Every student shall attend school regularly ([District Policy EC](#)).

Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% for the school semester/year. It is unlawful for a parent/guardian or other person having custody of a child who is over the age of five and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of public schools.

Please contact the attendance secretary the morning of a student's absence at 405-222-6544.

#### **Absences:**

There are two (2) 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 on time.**

#### **Attendance and Makeup Work**

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 not receive credit for the grade level. This includes all absences.
- Students who are absent from school shall be required to make up the work missed. Students are given two days to complete make-up work for each day absent.
- When a student is absent, the parent or guardian should call the attendance office before noon the day of the absence, if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence.
- Students arriving after the start time will be counted as tardy. Parents must sign in all tardy students.
- Students arriving after 9:10 A.M. will be counted absent for the morning. Students leaving school before 1:40 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 4<sup>th</sup> day of unexcused absences within a four-week period, the matter may be referred to the District Attorney.

### **Arrival/Dismissal Procedures**

#### **Arrival**

- Children eating breakfast may arrive at **7:20 A.M.** Breakfast will be served until **7:50 A.M.** Students eating breakfast will go directly to the cafeteria and students not eating will be directed to the gymnasium until classes start.
- The bus unloading 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 dropoff will be at the front entrance. To help with the flow of traffic, we are asking **parents to use 16<sup>th</sup> street and travel down Montana to reach the entrance drive of our school.** Although there are two dropoff lanes for traffic, Bill Wallace will use a single-lane dropoff system. **To ensure the safety of our students and staff, students will only be unloaded from the passenger side of the vehicle.** Students will be helped out of the vehicle and directed where to go.
- **The morning car dropoff lane will be closed at 7:45 A.M. to ensure that students are arriving to class on time. Instruction begins at 7:50 A.M.**

#### **Dismissal**

- **Car Riders:** We are encouraging **parents to enter the school drive by traveling down 16<sup>th</sup> street and going east on Montana to enter the circle drive at the entrance of the school.** We will use a single lane to **load on the passenger side** to help load students efficiently and safely. 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. Also, parents will be asked to wait in the front foyer and not in the front office. 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.** All parents/guardians will be given 2 car tags. Car tags are required by all parents/guardians to pick up their student. Any parent/guardian that does not have their car tag must take their driver's license into the office to receive a slip allowing them to pick up their student.
- **Bus Riders** will exit through the gym on the west side of the building.

### **Bed Bugs**

Bed bugs are small insects that feed on human blood. They are most active at night and are not usually seen during the daytime. While bed bugs can be a nuisance, they are not known to transmit diseases. Bed

bugs can be found in any person's home regardless of factors such as gender, race, or economic status. Discretion is of the utmost importance in situations involving bed bugs and will be exercised to the maximum extent possible.

1. If a suspected bed bug is found on a student, the student will **not** be sent home from school, but the parents or guardians will be notified.
2. The student will be temporarily removed from class so that the school nurse or other trained staff can inspect the student's clothing and other belongings (i.e. shoes, jacket, backpack, etc...). The inspection will be performed in a private and confidential area with more than one staff member present.
3. The area where the student sat, or was immediately present prior to removal from the classroom, will be inspected discretely such that special attention will not be drawn to the student.
4. Specimens will need to be collected where possible so that identification can be confirmed. Specimens will be placed in a sandwich-sized ziploc bag and sealed with clear tape. Staff members will take care to see that the bag is not smashed and the specimen is intact, to the extent possible.
5. The principal or designee will be responsible for communicating with a pest management company in order to facilitate immediate analyzation of the specimen and will be responsible for ensuring receipt of the test results.
6. If positive identification of a bed bug is received by the District, the pest management company will be contacted to inspect and treat the school as deemed necessary based on the level and degree of the infestation. One bed bug does not equate to an infestation and if no other insects are found in the classroom, it will not be necessary to vacate the classroom prior to the pest management inspection.
7. If an infestation is confirmed, District will provide parents and guardians with appropriate information regarding bed bugs as released by the health department. Parental notification will only occur where a classroom infestation is identified.

### **Birthday or Private Parties**

If you would like to invite students to a birthday party, please send enough invitations for the entire class. Parents are allowed to provide the snack for the class. Birthday parties will not be allowed in the classroom.

### **Breakfast and Lunch Programs**

Chickasha Public Schools qualifies for the Community Eligibility Provision. 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**

Definitions, Explanations, and Types of Bullying: Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school. ([District Policy EI-R1](#))

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

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

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

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

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

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

- A. A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting

fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

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

Electronic Communication involves the communication of any written, verbal or pictorial information or video content by means of an electronic device, including but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, including a computer. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

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

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



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

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

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

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

#### Investigative Procedures:

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

1. The matter should immediately be reported to the principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the principal. Detailed information should be provided to the principal in written form to allow for a thorough investigation.
2. Upon receipt of a written report, the principal shall contact the superintendent and or his/her designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed, the principal and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the District's Student Code of Conduct has been violated, the principal shall follow District policies regarding the discipline of the student. The principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
5. Upon completion of the investigation, the principal or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes,

Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

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

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

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

Parents and students can report any unwanted behavior to the school administration using the Stopit App. [Click here to report any unwanted behavior](#)

### **Bus Transportation**

District shall furnish transportation to all resident students in accordance with the law and for students who live more than one and one-half (1½) miles from the school where the student is assigned to attend. District may also furnish transportation to certain transfer students upon request of the student's parent/guardian and agreement by District, as provided for by law. Students shall be expected to comply with any Administrative Regulations and Student Handbook regarding conduct on buses and may be subject to disciplinary action for failure to follow the Administrative Regulations and/or Student Handbook.

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 is not a required process. All students are expected to follow safe riding practices. Times are approximate. It is the parent's responsibility to have students ready for pickup.

The following consequences and regulations shall govern the conduct of school bus passengers:

1. Students must board the school bus at designated bus stops and at school bus boarding areas on school premises. Students must remain seated 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. Students should maintain appropriate voice volume while on the bus.
2. 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.

3. 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.
4. **If a parent is unavailable to receive a student for three times** on a rural route or for door-to-door pickup for prekindergarten/kindergarten bus riders, **the student will be removed from the bus for one week. If it happens a fourth time, the student will be removed from the bus for the remainder of the nine weeks.**

# Chickasha Public Schools

## Bus Discipline Guideline

### 2025-2026 School Year

#### Guidelines (Information) for Parents/Guardians:

- Every discipline referral increases the consequence protocol. Progressive discipline is used, but steps may be skipped, depending on the severity of the behavior.
- Level One Offense
  - 1st Incident - Verbal Warning and Seat Change
  - 1st Bus Referral - Parent Phone Call and 2-5 days suspension from riding the bus
  - 2nd Bus Referral - Parent Phone Call and 1-6 weeks suspension from riding the bus
- Level Two Offense
  - 1st Referral - Parent Phone Call and 1-6 weeks suspension from riding the bus
  - 2nd Referral - Parent Phone Call and suspension from bus for the remainder of the semester and/or current school year
- Level Three Offense
  - Only Referral - Parent Call and suspension of bus privileges for the remainder of the semester and/or current school year.
- Parent concerns can be brought to the district administrator

### CHICKASHA PUBLIC SCHOOLS - BUS OFFENSES/CONSEQUENCES

LEVEL 1 OFFENSE			DRIVER	1st REFERRAL	2nd REFERRAL
- Refusal to Cooperate			Verbal Warning	Parent call	Parent Call
- Making unnecessary noise			and	and	and
- Refusal to stay properly seated			Seat Change	2-5 Days suspension	1-6 weeks suspension
- Lack of respect to another student/monitor/driver				from riding bus	from riding bus
- Littering, eating or drinking anything but water on the bus					
LEVEL 2 OFFENSE				1st REFERRAL	2nd REFERRAL
- Physical Altercation				Parent Call and	Parent Call and
- Harrassing, bullying, or racist language toward another student/monitor/driver				1-6 weeks suspension	Suspension of bus privileges for
- Tampering with bus equipment				from riding bus	the remainder of the current
- Hopping over or crawling under bus seats					semester and/or current
- Offensive language towards another student/monitor/driver					school year.
- Throwing item(s) of any kind at another student/monitor/driver or out of the bus					
- Vandalizing property of another student or the bus					
- Possession of tobacco or vaping products/cartridges.					
LEVEL 3 OFFENSE					ONLY REFERRAL
- Assulting another student					Parent Call
- Deliberate vandalism of the bus					And
- Bringing weapons on the bus					Suspension of bus privileges
- Touching intimate body areas of one's self or another person					for the remainder of the semester
- Threats of any kind					and/or current school year.
- Exiting the bus through window or rear door					
- Possessing or distributing explicit photos or materials					

**\*\*\*If an adult is unavailable to receive a student for three times on a rural route or for door-to-door pickup for prekindergarten/kindergarten bus riders, the student will be removed from the afternoon bus for five days. If it happens a fourth time, the student will be removed from the afternoon bus for the remainder of the nine weeks.\*\*\***

## **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 office and be signed in by a parent/guardian. **If your student will not be in attendance, please contact the school on the day of the absence.**

## **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 Tammy Swinburne at 405-222-6500.

## **Classroom Parties**

A minimum of 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/Social 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 the Conduct and Discipline Procedures below.

## **Critical Race Theory**



(Board Policy BR) Chickasha Public School does not discriminate on the basis of race or sex and shall comply with 70 O.S. §24-157 and Oklahoma Administrative Code 210: 10-1-23 in the enactment of this policy. In addition, the provisions provided for herein shall not prohibit the teaching of concepts that align to the Oklahoma Academic Standards. Students, parents, teachers, school staff, and members of the public may file a complaint alleging a violation of 70 O.S. §24-157 or 210: 10-1-23. District designates Jennifer Stegman to receive reports of violations of this policy. District will ensure that the employee is unbiased and free of any conflicts of interest. Jennifer Stegman may be reached via e-mail at [jstegman@chickasha.k12.ok.us](mailto:jstegman@chickasha.k12.ok.us) or via telephone at (405)222-6500. [District Policy BR-F1](#)

### **Discipline Policy**

The Chickasha Board of Education believes that the school's primary goal is to educate. 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 the Board of Education. 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 parent and principal 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.**

According to the 2024 Bill Wallace Collaborative Leadership Behavior Committee, behaviors are divided into three categories: Minors, Middles, and Majors.

Minor Behaviors	Middle Behaviors	Major Behaviors
<ul style="list-style-type: none"> <li>• Failure to complete work</li> <li>• Failure to follow directions</li> <li>• Refusal to obey/Defiant</li> <li>• Pestering</li> <li>• Telling someone to shut up</li> <li>• Finger guns</li> <li>• Drawing guns</li> <li>• Refusal to walk down the hall</li> <li>• Fit throwing (able to be de-escalated)</li> <li>• Inappropriate hand gestures</li> <li>• Showing undergarments</li> <li>• Invading teacher area</li> <li>• Disrespectful to person</li> <li>• Moving around the classroom (not a safety concern)</li> <li>• Throwing objects away from people (not including scissors)</li> <li>• Climbing on tables</li> <li>• Tripping another person</li> <li>• Vulgar language towards a person</li> <li>• Refusal to listen</li> <li>• Refusal to do work</li> <li>• Spitting on the ground and floor</li> <li>• Name calling</li> <li>• Standing on chairs</li> <li>• Vulgar language in conversation</li> <li>• Minor verbal threats</li> <li>• Yelling and screaming (able to be de-escalated)</li> <li>• Teasing</li> <li>• Swatting on bottom</li> <li>• Slap/hit/push/shove without injury</li> <li>• Crying loudly (able to be de-escalated)</li> <li>• Hitting a person with intent to communicate</li> <li>• Kicking a person with intent to communicate</li> <li>• Refusal to follow rules</li> <li>• Playing in the restroom</li> <li>• Talking out of turn</li> <li>• Biting a person without marks</li> </ul>	<ul style="list-style-type: none"> <li>• Fit Throwing (Unable to de-escalate)</li> <li>• Pushing/tipping furniture without injury</li> <li>• Intimidation</li> <li>• Clearing table</li> <li>• Refusing to leave classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Pushing/tipping furniture that causes injury</li> <li>• Forcefully pushing/tipping furniture without injury</li> <li>• Kicking/hitting/pushing a person with intention to hurt and/or injury</li> <li>• Throwing furniture</li> <li>• Throwing feces</li> <li>• Elopement out of the pod</li> <li>• Elopement to the pod</li> <li>• Throwing objects toward people (including scissors)</li> <li>• Bringing a toy weapon to school</li> <li>• Touching inappropriate body parts</li> <li>• Stealing and theft</li> <li>• Bringing a weapon and/or fireworks to school</li> <li>• Indecent exposure</li> <li>• Destruction of classroom/school property</li> <li>• Elopement out of the building</li> <li>• Biting person with marks</li> <li>• Persistent swatting of bottom</li> <li>• Intentionally spitting on a person</li> <li>• Running around the classroom without ability to de-escalate</li> <li>• Choking</li> <li>• Major verbal threats</li> <li>• Yelling and screaming without ability to de-escalate</li> <li>• Pinching</li> <li>• Racism/Discrimination</li> <li>• Refusing to come in from recess</li> <li>• Crying loudly without ability to de-escalate</li> <li>• Scratching</li> <li>• Stalking</li> <li>• Fighting</li> <li>• Bullying</li> </ul>

\*Behaviors will be analyzed upon the discretion and sound judgment of Bill Wallace ECC staff

\*\*Definitions to clarify specific behaviors on next page

## **Definitions to clarify specific behaviors**

**Disrespectful to Person:** to act in a way that is insulting or offensive to a person

**Intimidation:** to frighten or threaten someone usually in order to persuade them to do something you want them to do

**Fighting:** Mutual participation in an incident involving physical violence.

**Minor Verbal Threats:** verbal or written language to invoke fear upon a person where the threat will not cause serious bodily harm

**Pestering:** To trouble or annoy someone with frequent or persistent requests or interruptions

**Refusal to obey/defiant:** Refusing to follow a request or a specific direction of an adult, posted sign/notice, or campus safety procedure through disobedience, defiance, unruliness, or noncompliance

**Racism/Discrimination:** Prejudice or antagonism by an individual against a person based on their membership in a particular minority group

**Showing undergarments:** The act of intentionally or unintentionally revealing undergarments

**Stalking:** A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear

**Teasing:** To provoke or make fun of someone

**Bullying:** 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 harm 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.

**Elopement:** Leaving a designated space without permission

**Indecent Exposure:** Intentionally exposing one's private body parts

**De-escalation:** The use of communication or other techniques during an encounter to stabilize, slow, or reduce the intensity of a situation.

## **Minor Behaviors**

In the case that a student is demonstrating a behavior listed as a minor behavior the teacher will follow the following steps.

Step 1: Redirection, Increased Support, and Praise Others

- Redirect the student and remind them of the expected behavior
- Increase proximity to the student and active supervision
- Consider whether the student needs extra support for assigned task
- Acknowledge other students' positive behaviors (Praise around)

If the behavior continues, proceed to step 2. If the student demonstrates expected behavior, acknowledge with behavior-specific praise.

Step 2: Teach expected behavior, and verbal warning

- One on One conversation with the student, redirect, or reteach expected behavior if necessary or deemed appropriate.
- If the behavior continues, give verbal warning in private by stating the behavior that needs to stop and the consequences that will occur if it continues.

If the behavior continues proceed to Step 3. If the student demonstrates expected behavior, acknowledge with behavior-specific praise.

Step 3: Staff delivers supports/consequences

- Administer the supports/consequences to the student

- Potential supports/consequences include:
  - Apology letter(s) or verbal apology
  - Conference with Parent/guardian
  - Send report home to be signed and returned
  - Calming Corner/Take a Break
  - Temporary loss of privilege/activity
  - Temporary loss of access to items
  - Structured recess (Walking laps, etc...)
  - Buddy teacher "time out"
  - Removed to another location in the classroom
  - Behavior contract/behavior parent/guardian report (Complete with student and send home to parent/guardian)
  - Separation from students
  - Restitution-opportunity to fix it or make it better
  - Repeated practice of desired behavior

Step 4: For each recurring minor behavior, there should be a phone call to parent/guardian for each occurrence, teachers should keep records in the student contact form, and document the behavior and interventions in the Bill Wallace Early Childhood Center behavior incident form. Four or more occurrences of the same behavior will result in an office referral. When students are sent to the office for behaviors exhibited, whether persistent or major behaviors, the student will receive consequences based upon the administrator's discretion and sound judgment.

### **Middle Behaviors**

When a student exhibits a behavior that is classified as a middle behavior, the teacher may choose to utilize their assigned buddy teacher.

- Buddy teachers may be used to assist in the de-escalation of disruptive behaviors or to allow the teacher or child a break to de-escalate.
- Assigned/designated space for student
- Time duration in buddy classroom is limited at 30 minutes per day per student
- Assigned teacher needs to remain the same for student
- Work or calm down strategy book sent with student
- One on one conversation between the buddy teacher and the child needs to take place at one point during their time in the classroom before returning to the student's classroom.
- If the buddy teacher strategy does not work, office referral will be submitted by classroom teacher
- Parent contacted by classroom teacher on the same day

## **Major Behaviors**

When the student is escorted to the office, the administrator will follow the following steps.

### Step 1: Ensure safety

- Ensure all students and staff are safe. Evacuate the area if needed.

### Step 2: Utilize de-escalation techniques to approach the student

- Move slowly
- Speak privately and calmly with the student
- Minimize body language and keep a reasonable distance
- Speak respectfully
- Establish eye level position
- Use brief language
- Acknowledge cooperation
- Withdraw if the situation escalate

### Step 3: Administer consequence

Alternatives to suspension include but are not limited to:

- Mini social emotional learning lesson
- Counseling
- Behavior Monitoring
- Restitution
- Restorative Justice/Logical consequence
- Problem solving/behavior contract
- Loss of Privilege (Recess, Lunch with peers, specials, centers, etc...)

### Step 4: Make necessary contacts/ Follow Ups

- Contact the parent/guardian regarding the incident and consequences administered.
- Contact the referring staff member and follow-up with any necessary staff regarding the incident.
- Document in student management systems if deemed necessary.
- When deemed appropriate, document the behavior with a written notice.

When students are sent to the office for behaviors exhibited, whether persistent or major behaviors, the student will receive consequences based upon the administrator's discretion and sound judgment. Upon assigning a consequence, the parent will be notified and required to sign the Bill Wallace Early Childhood Center Discipline Guideline. An example of this form is listed below.





# Bill Wallace Early Childhood Center

## Office Referral Guideline

### 2025-2026 School Year

#### **Guidelines (Information) for Students:**

School expectations for students are to be safe, be kind, and be ready to learn.

#### **Guidelines (Information) for Parents/Guardians:**

- Every discipline referral increases the consequence protocol. With each repeated offense, suspension will be doubled. Progressive discipline is used, but steps may be skipped, depending on the severity of the behavior.
  - 1st Office Referral - Time with administrator/designee. Verbal warning to student. Phone call to guardian. Letter sent home.
  - 2nd Office Referral - One day out of school suspension/Parent Conference
  - 3rd Office Referral - Two days out of school suspension/Parent Conference
  - 4th Office Referral - Four days out of school suspension/Parent Conference
  - 5th Office Referral - Eight days out of school suspension/Parent Conference
  - 6th Office Referral - Suspension for more than ten days at the discretion of the administrator/designee.
- At any time, if a student displays actions that are deemed a safety concern, the student will be removed from the classroom and suspended. A parent/guardian will be responsible for picking up the student in a timely manner.
- Parent concerns can be brought to the building administrator.

**Please help your student understand that it is important to follow the school's discipline guidelines listed above in order to maintain that all students are to be safe, be kind, and be ready to learn throughout the building.**

\*\*\*Repetitive suspensions may result in a Special Education referral\*\*\*

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Administrator/Designee Signature: \_\_\_\_\_

**Appeal Short Term Suspensions (District 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.

**Appeal Long Term Suspensions (Board Policy EK):** A parent or the student may appeal the suspension decision for a suspension in excess of ten (10) school days first to a District Review Committee then to the Board as follows:

1. An appeal must be presented in writing to and received by the school principal within two (2) school business days after the decision of suspension is received by the parent or student and must specify which part of the 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.
2. The suspension decision will become final and unappealable if a request for appeal is not timely submitted.
3. The principal will contact the Superintendent and the Superintendent or designee will schedule a District Review Committee to hear the appeal. The District Review Committee will consist of three (3) administrator(s) not involved with the suspension of the student and the Superintendent's designee. No member of the District Review Committee shall have been associated with the case in any manner prior to the appeal hearing. The Superintendent's designee shall serve as the chairperson for all appeals to the District Review Committee.
4. The chair of the District Review Committee shall notify the student, parents, and school principal of the date, time, and place of the appeal hearing in writing or by e-mail.
5. The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.
6. The District Review Committee meeting is closed to the public.
7. Legal counsel is permitted.
8. The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall attempt to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.
9. At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.
10. Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
11. At the conclusion of the hearing, the District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The District Review Committee's decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.
12. The hearing chair shall mail, e-mail, or deliver a copy of the District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board as provided by this policy.

13. An appeal of the decision of the District Review Committee to the Board must be submitted in writing to and received by the Superintendent or designee within five (5) school days after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which 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.
14. If no appeal is received within the five (5) school days, the decision of the District Review Committee will be final and unappealable.
15. Each board member will be provided the evidence and witness statements that were presented to the District Review Committee, an electronic recording of the District Review Committee meeting, and the written statements of the student and administration, if submitted.
16. Each Board member shall review the information individually.
17. At the next available Board meeting, an agenda item shall be placed on the agenda to consider and vote on the appeal of the long-term suspension. Board members may vote on the appeal based on their review of the record.
18. If, at the meeting, the Board wants to discuss the appeal among each other, it must be discussed in open meeting unless the student or parent(s) requests such discussion to be in executive session.
19. The Board shall render a decision by voting to uphold, modify, or revoke the decision of the District Review Committee.
20. As soon as possible after the review and/or hearing, the Clerk of the Board shall provide the decision to the parent, student and principal in writing, setting forth the decision of the Board related to upholding, overturning, or modifying the decision of the District Review Committee. The Board's written decision shall be mailed to the parent by certified mail, return receipt requested. The decision of the Board shall be final.

[Student Due Process](#)  
[Right to Appeal](#)

## **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)

## **Delivery of Novelties**

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

## **Dismissal and Early Checkout**

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. **Parents will be asked to wait in the front foyer and not the front office when waiting for their child.**

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 1:00 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 phone call from the parent or guardian before we will allow a child to leave school with someone else.**

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

### **Dress Code for Students**

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

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

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action. The principal's judgment concerning the appropriateness of clothing is final. Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

### **Dress Code Violations can Include but are not limited to:**

- Under garments may not be visible.
- Vulgar speech, alcohol, and drugs are not protected speech.
- Due to safety concerns, hoods on outerwear can not be worn inside the school building.

### **Dyslexia Screening**

Any student enrolled in kindergarten through third grade in an Oklahoma public school who is assessed through the Strong Readers 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.

### **Electronic Devices**

Students are prohibited from using cell phones and any other personal electronic devices while on district property from the time the first bell rings to start the instructional day in the morning until the dismissal bell rings to end the instructional day in the afternoon. ([District Policy ER](#)).

### **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.

### **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**

In accordance with Board of Education Policy ED, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district. This includes site and/or parent recommendations. Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher. In the elementary and middle schools, each site shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of the parent/guardian, a classroom teacher(s), a counselor when available, the building principal, and any additional personnel assigned by the principal. If the student has an IEP, 504, and/or ELAP the case manager must be included as a team member. Criteria to

be considered by the committee shall include age of the student relevant to grade placement, attendance, testing, assignments, and the student's level of maturity. If the parent/guardian does not attend the meeting, the committee will continue with the meeting. (See Board Policy ED.) The decision of the committee should be based on the majority agreement of the committee members.

**The following procedures and forms should be utilized as part of the committee review:**

- The classroom teacher must fully complete the District Retention Consideration Form ED- R1-F1.
- The team must complete the Light's Retention Scale as part of the committee meeting to include the data on Form ED-R1-F1.
- Strong Readers Act (SRA) and Student Literacy Intervention Plan (SLIP) should be considered as part of the committee review.
- If the student has an Individualized Education Program (IEP), 504 Plan and/or English Language Academic Plan (ELAP), the case manager and/or team must be included in the committee review meeting.
- Age of the student must be considered.
  - Student should not be 14 at Lincoln Intermediate School.
  - Student should not be 16 at Chickasha Middle School.

A student should not be retained more than once unless in carefully reviewed circumstances.

**Appeal of Retention Decision**

A parent or guardian may appeal the decision of the retention committee to a District Review Committee then to the Board as follows:

- A. A request for appeal must be presented in writing to the building principal within two (2) school business days after the Retention Committee decision is received by the parent or guardian. The request for appeal must specify the reasons why the parent or guardian is appealing the Retention Committee decision.
- B. The decision of the Retention Committee will become final and non-appealable if a request for appeal is not timely submitted.
- C. The principal will contact the Superintendent or their designee for scheduling a time to meet with the District Review Committee. The District Review Committee will consist of two (2) administrators not involved with the retention process and the Superintendent's designee. No member of the District Review Committee shall have been associated with the Retention Review Committee in any manner prior to the appeal hearing. The Superintendent's designee shall serve as the chairperson for all appeals to the District Review Committee.
- D. The chair of the District Review Committee shall notify the parents or guardians and school principal of the date, time, and place of the appeal hearing in writing or by e-mail.
- E. The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.
- F. The District Review Committee meeting is closed to the public.
- G. Legal counsel is permitted but at least a 24 hour notice must be given to the Superintendent or their designee prior to the scheduled meeting. The meeting may be rescheduled to allow for the District legal counsel to be in attendance
- H. The District Review Committee meeting will be held during regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall attempt to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent or guardian's written appeal request.
- I. At the meeting, the principal or designee will review the Retention Committee decision and relevant facts on which the decision was based and present any materials or documents which support the

decision. The parent or guardian will be permitted to explain and present any materials or documents in support of their specified reasons for the appeal in the written notice of appeal.

- J. Each member of the District Review Committee will be permitted to ask questions of the principal or their designee and the parent or guardian during the meeting.
- K. At the conclusion of the hearing, the District Review Committee will excuse all parties from the meeting. The committee members will then work to render a decision by a majority vote as to the specified reasons for which the appeal was requested. The District Review Committee's decision shall be to uphold or modify the retention decision of the Retention Review Committee at the site level.
- L. The hearing chair shall mail, email, or deliver a copy of the District Review Committee's decision to the parent or guardian and the site principal. The District Review Committee's written decision shall be mailed to the parent or guardian by certified mail, return receipt requested. The parent or guardian shall be advised of the right to have the committee's decision reviewed by the Board as provided in this policy.
- M. An appeal of the District Review Committee's decision to the Board must be submitted in writing to and received by the Superintendent or their designee within five (5) school business days after the District Review Committee is received by the parent or guardian and must specify the portion of the District Review Committee's decision that is being appealed.
- N. If no appeal is received within five (5) school business days, the decision of the District Review Committee will be final and non-appealable.
- O. Each board member will be provided the materials and documents that were presented during the District Review Committee hearing. Board members may vote on the appeal based on their review of the records.
- P. If, at the board meeting, the Board wants to discuss the appeal among each other, it must be discussed in open meeting unless the parent or guardian requests such discussion to be in executive session.
- Q. The Board shall render a decision by voting to either uphold or modify the decision of the District Review Committee. As soon as possible after the review and vote by the Board, the Clerk of the Board shall provide the parent or guardian and site principal in writing, setting forth the decision of the Board related to upholding or modifying the decision of the District Review Committee. The Board's written decision shall be mailed to the parent or guardian by certified mail, return receipt requested. The decision of the Board shall be final.

### **Grading System**

At the conclusion of each nine-week period, parents/guardians will receive a standardized report card based upon Oklahoma Academic Standards and developmental milestones.

### **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 school counselor will be available to assist you and/or your child. If you would like to visit with the school counselor and/or seek long-term counseling resources please contact Larissa Hofeld at [larissa.hofeld@chickasha.k12.ok.us](mailto:larissa.hofeld@chickasha.k12.ok.us).

## **Head Lice**

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

### **Prescription:**

Kwell, Scabene

### **Non-prescription**

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

## **Health Services ([District Policy BD](#))**

### **Medication**

**Medication is not to be sent to school with students. Parents/Guardians must bring in medication to the office. Parents must fill out a parental authorization form ([District Policy BD-F2](#)).**

**Health Services:** District nurses or other designated personnel shall perform all first aid and emergency care in accordance with applicable laws and regulations. First aid may also be administered by any principal, administrator, secretary, counselor, and other qualified personnel as designated. In the event of a serious injury to or illness of a student, school personnel shall contact emergency services (911) if deemed appropriate. School personnel shall also attempt to notify the student’s family or guardian as soon as possible. However, the determination to contact emergency services and to have a student treated by emergency services or transported by emergency services, shall be within the discretion of school personnel unless the student’s parent/guardian is present at school. The District is not responsible for any transportation and/or medical costs associated with emergency care.

**Communicable Diseases:** Any employee or student with knowledge of a suspected or confirmed case of a communicable or contagious disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well-being of all students and employees. Decisions about how best to provide educational services to those students excluded from school because of a communicable or contagious disease shall be made by the Administration. The Administration may consult with and seek the advice of available District and/or county health officials.

### **In dealing with communicable or contagious diseases, the District believes that:**

1. Public education should be made available in the least restrictive environment that is appropriate to the individual needs of the student.
2. Public education should be provided in a safe and orderly environment.
3. Each student and employee should be treated with dignity and has a right to confidentiality.
4. Students or employees infected with HIV (the AIDS virus) or other communicable or contagious diseases will not be subjected to illegal discrimination but will be dealt with in a manner consistent with the District's legal obligations to the infected student or employee as well as its obligation to all other students and employees of the District.

Communicable or contagious diseases shall be evaluated on an individual basis considering whether the condition is life threatening, the degree of communicability, and whether the disease has been or should be confirmed with laboratory documentation.

All information concerning any medical information of any student or employee is strictly confidential. No board member or employee of the District may negligently, knowingly or intentionally disclose or fail to protect medical or epidemiological information except as required by law. Any District official, officer or employee who discloses such information, except as required by law, will be subject to discipline as well criminal and civil sanctions under law.

- A. A. Placement of Students: In determining the placement of a student with a communicable or contagious disease, a multi-disciplinary team may be convened as provided by law. If a student is to be excluded from school because of a communicable or contagious disease, the student shall be placed on the home bound program until the student is able to return to school. Readmittance to school may require a statement by a physician or other health professional stating that the student is no longer a direct threat to the health or safety of students and employees. Any records regarding a student's communicable or contagious disease shall be maintained separately from the student's cumulative record, and information regarding the student's communicable or contagious disease shall only be provided to those school employees or agents who have a need to know.
- B. Placement of Employees: No employee may be dismissed or have his or her contract not renewed merely as a result of having a communicable or contagious disease except as allowed by law. District personnel who are required to be absent from their work due to a communicable or contagious disease shall be subject to the District's applicable sick leave policy and/or, if applicable, the Family Medical Leave Act. Readmittance to work may require a statement by a physician or other health professional stating that the employee is no longer a direct threat to the health and/or safety of students and employees. No entry regarding a communicable or contagious disease shall be made in the employee's personnel file but may be maintained in a separate file.

**Bloodborne Pathogens:** Body fluids of any person may contain infectious or contagious bacteria or viruses which may be spread from one person to another by accidental or careless handling of body fluids during sanitation work, custodial work, or the administration of emergency first aid. In accordance with the Bloodborne Pathogens Act, the Board shall promote an environment within which all employees and students are protected from contagion.

The Superintendent shall establish regulations which shall include a control plan, the handling and disposal of body fluids, and exposure follow-up procedures in order to comply with the Bloodborne Pathogens Act. District shall provide appropriate instruction in the handling of body fluids through in-service presentations or other means. The Superintendent shall also direct the identification of employees who may, as a result of their job duties, be in contact with blood or other potentially infectious materials. Any employees so identified shall be offered Hepatitis B vaccinations at District's expense. District shall also make personal protective equipment available to employees for use in handling and disposing of body fluids.

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

**Bed Bugs:** If a suspected bed bug is found on a student, the student will remain at school, but the parents or guardians will be notified and protocol will be followed according to District regulations.

**Administering Medication:** Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-

counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by the District upon written request of the parent.

A student who has a legitimate health need for a medicine shall deliver the medicine to the principal or the principal's designee in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student according to the directions for use on the label for over-the-counter medications or the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the principal.

**Epinephrine Injectors and Albuterol Inhalers:** A school nurse or school employee who has been trained by a healthcare professional or in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission, but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. A waiver of liability executed by the parent or guardian shall be on file with the District prior to the administration of an Epinephrine injection pursuant to applicable law. District will designate the employee responsible for obtaining the Epinephrine injectors at each school site.

In 2019, Oklahoma passed a law, referred to by many as Brendon's Law, which allows districts to maintain and administer albuterol inhalers to treat students who experience life threatening respiratory distress while at school. Pursuant to this law, District has obtained a prescription from a licensed physician with prescriptive authority and stores asthma inhalers at each school site in case of an emergency. Several District staff members have been trained to administer these inhalers quickly and safely. A school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress. The law allows this to be done without prior parental contact. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent or guardian of a student after administration of an inhaler. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or non discharge of the powers listed in this subsection.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

**"Respiratory Distress"** – the perceived or actual presence or coughing, wheezing or shortness of breath.

**"Inhaler"** – a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. The records shall remain confidential and shall not be divulged except as required by law.

The school will return unused prescription or over-the-counter medication to the parent or guardian only on or before the last day of school or the medication will be disposed on in accordance with applicable law and/or regulations. Medication will not be sent home with students.

**Diabetes and Administration of Glucagon:** A diabetes medical management plan ("Plan") will be developed for any student with diabetes who will seek care for diabetes while at school or involved in a school activity. The plan will be developed by the student's personal health care team, consisting of the principal or designee, the school nurse, if applicable, the parent or legal guardian of the student and where

practical, the student's treating physician. The Plan shall indicate whether the parent or legal guardian has provided written consent for the student to receive diabetes care as provided for by law, including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

If District is able to coordinate with a physician to receive a prescription for glucagon, District will utilize the following guidelines to treat students with diabetes who experience a hypoglycemic emergency or whose prescribed glucagon is not available on site or has expired pursuant to the following requirements, as provided for by law:

1. District will inform the parent or legal guardian of all students who have a medical management plan that a school nurse, volunteer diabetes care assistant, or employee trained by a health care professional may administer glucagon to a student with diabetes, with parent or legal guardian consent, but without a health care provider order, if the nurse, employee, or assistant as provided for by law believes in good faith that the student is having a hypoglycemic emergency or if the student's prescribed glucagon is not available onsite or has expired.
2. The parent or legal guardian's waiver of liability shall be on file with the District prior to the administration of the glucagon. Any written consent or waiver provided to the District pursuant to this policy shall be effective only for the school year for which it is granted and shall be renewed each subsequent school year.
3. The District will designate the employee responsible for obtaining the glucagon at each school site.

In the event that a hypoglycemic emergency is identified, 911 will be called and the parent or legal guardian will be contacted as soon as possible.

With written consent from the parent or guardian of a student with continuous glucose monitoring with electronic access to glucose numbers, a school nurse, diabetes care assistant, or employee trained by a health care professional may download the necessary electronic applications or software to a district-provided electronic device. If a district-provided device is unavailable, the applications or software may be downloaded to the school nurse, diabetes care assistant, or trained employee's personal electronic device.

**Emergency Opioid Antagonist:** Any nurse or licensed practitioner as provided for by law, or other person designated by the administration to administer an emergency opioid antagonist in the event of a suspected overdose is authorized, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual who is exhibiting signs of an opioid overdose.

The administration will authorize one or more employees to receive training, as provided for by law, in recognizing the signs of an opioid overdose, instruction in basic resuscitation techniques, instruction on proper administration of an emergency opioid antagonist and the importance of calling 911 for assistance. In the event that a person who has been designated and trained to administer an emergency opioid antagonist is unavailable, the administration may authorize any person, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual showing signs of an overdose. Any person administering an emergency opioid antagonist under the provisions of this section shall be covered under the Good Samaritan Act and shall be immune from civil liability.

For purposes of this policy, an "emergency opioid antagonist" is a drug, including but not limited to naloxone, that is approved by the United States Food and Drug Administration ("FDA") for treatment of an opioid overdose and that blocks the effects of opioids. Self-administration of Certain Medication: Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for treatment of cystic fibrosis according to the provisions of this policy. District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication, anaphylaxis medication, or replacement pancreatic enzyme medication by a student. If the requirements of this policy are fulfilled, a

student diagnosed with asthma, anaphylaxis, or cystic fibrosis may possess and use his or her labeled asthma, anaphylaxis, or replacement pancreatic enzyme medication at all times.

The student's parent or guardian shall:

1. Provide the school with a written statement on the form prescribed by District authorizing the self-administration of inhaled asthma, anaphylaxis, or replacement pancreatic enzyme medication. Such written statement shall acknowledge that District shall not incur any liability as a result of any injury arising from the self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medication by a student.
2. Provide the school with a written statement from the student's treating physician containing the following information:
  - a. That the student has asthma, anaphylaxis, or cystic fibrosis;
  - b. That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma, anaphylaxis, or replacement pancreatic enzyme medication;
  - c. The name and purpose of the asthma, anaphylaxis, or replacement pancreatic enzyme medication;
  - d. The prescribed dosage; and
  - e. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, or pancreatic enzyme medication is to be administered.
3. Provide the school with an emergency supply of the student's asthma, anaphylaxis, or replacement pancreatic enzyme medication(s) to be administered pursuant to Oklahoma law by school nurse or other authorized personnel.
4. Provide asthma, anaphylaxis, or replacement pancreatic enzyme medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:
  - a. Student's name;
  - b. Prescription number;
  - c. Asthma, anaphylaxis, or replacement pancreatic enzyme medication name and dosage;
  - d. Method of administration and dosage;
  - e. Date of prescription and refill;
  - f. Licensed prescriber's name;
  - g. Pharmacy name, address and telephone number; and
  - h. Name of pharmacist.

The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Replacement pancreatic enzyme medication" shall mean medication prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma, anaphylaxis or replacement pancreatic enzyme medication pursuant to a prescription or written direction from a physician.



**Seizure-Safe Schools Act:** This Act shall apply to schools that have a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the United States Food and Drug Administration (“FDA”) and any successor agency prescribed by the student’s health care provider.

Beginning January 1, 2022 and subject to all corresponding laws and regulations, District shall have at least one employee at each school site who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the FDA and any successor agency; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student’s parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;
2. Provide a written statement from the student’s health care provider that contains the following information:
  - a. The student’s name,
  - b. The name and purpose of the medication,
  - c. The prescribed dosage,
  - d. The route of administration,
  - e. The frequency that the medication must be administered, and
  - f. The circumstances under which the medication may be administered;
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

The written authorization, written statement, and seizure action plan will be stored in the office of the school nurse or school administrator and will be distributed to any school personnel or volunteers responsible for supervision or care of the student. The written authorization for administration of seizure rescue medication shall only be effective for the school year in which it is granted and must be renewed each subsequent school year. School employees will not be subject to disciplinary proceedings or liability resulting from any action taken in compliance with the Seizure-Safe Schools Act, as provided for by law.

**Sunscreen:** Pursuant to the written authorization of a student’s parent or guardian, a school nurse, or in the absence of such nurse, an administrator or designated school employee, may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. In addition, District shall permit students to possess and self-apply sunscreen that is regulated by the Food and Drug Administration (“FDA”) without the written authorization of a parent, legal guardian or physician.

## **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.

## **Illness Protocols**

Student attendance to school is essential for academic achievement and growth; however, there are times when students should stay at home in order to reduce the spread of illness. Please use your best judgement as to whether or not your student is healthy enough to attend school. Students with fevers over 100.4 degrees fahrenheit, vomiting, diarrhea, and other visible symptoms of illness will be sent home. It will be within the discretion of the site administrator and/or district nurse as to whether or not your student may remain at school if signs of illness are found or suspected during the school day. The decision of the administrator or nurse is final and will not be subject to negotiation.

### **Symptoms:**

- **Bed Bugs:** If a suspected bed bug is found on a student, the student will **not** be sent home from school, but the parents and guardians will be notified. The steps outlined in district regulation will be followed. See [District Policy BD-R3](#) for more information.
- **Cough/Cold Symptoms:** Students with a cough or cold symptom(s) may need to stay home and possibly see their healthcare provider. Common cold symptoms include: stuffy or runny nose, sneezing, cough, congestion, body aches, chills, and headache. When several cold symptoms are combined it can indicate a more serious infection and the student need to see their healthcare providers for further testing [and/or treatment](#).
- **Eye Inflammation or Discharge:** If a student's eye(s) are is red, tender, or swollen with a cloudy, yellow/green drainage, and matted eyelids after sleep, they may need to see their healthcare provider for recommendations and/or treatment. These symptoms can indicate conjunctivitis/pink eye and be highly contagious. If a student is diagnosed with bacterial conjunctivitis, they may return to school after treatment has begun.
- **Fever 100.4 Degrees or Above:** Students should be fever-free and off of all fever-reducing medication for the last 24 hours prior to returning to school.
- **Head Lice:** According to Oklahoma State Law, "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public... school until such time as he/she is free from the contagious disease or head lice. Head lice is not a serious communicable disease; however, it has serious educational, social, and economic effects on the student and family. The parent may be contacted to treat the child prior to returning to school.
- **Rash/Sport:** Students with an unknown rash can not attend until their healthcare provider says it is safe to do so. Those with ringworm, scabies, impetigo, or other skin infection may return to school 24 hours after appropriate treatment. The affected area should be covered if possible.
- **Sore Throat:** A sore throat could be a symptom of a more serious illness. If diagnosed with strep throat, the student may return to school 24 hours after antibiotic treatment begins if feeling well.

**Vomiting or Diarrhea:** Students should be kept home for 24 hours following the last episode of vomiting or diarrhea without the use of medication(s) to relieve symptoms. They may attend school if they have a single episode of vomiting or diarrhea that happens without any other symptoms.

## **Internet Access and Acceptable Use Policy**

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The district provides various opportunities for students and employees to use District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the district cannot guarantee that students 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. District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' 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 District's computers and the Internet are activities which support learning and teaching or which promote District's mission and goals.

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

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

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

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

**Use of Software:** Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

**Remote Internet-based Courses:** District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

**Internet-based Instruction:** District may allow for students to complete required course work through Internet-based courses in accordance with rules, regulations, and/or guidelines adopted by the State Department of Education. Only regularly enrolled students of District shall qualify for such course credit and students enrolling in Internet courses shall be full-time students unless designated as suspended students or dropout students.

**Education:** District will educate all students who are granted access to the Internet regarding appropriate on-line behavior including: safety and security when using electronic mail, interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

**Web Filtering:** All internet usage will be monitored and recorded to ensure compliance with the Children's Internet Protection Act ("CIPA"), as codified at 47 U.S.C. § 254. District shall provide filtered access to the Internet per standards pursuant to CIPA. Technology protection measures shall be in place that safeguards Internet access by all users to visual depictions that are obscene, related to child pornography, or other content that may be deemed harmful to minors. The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

District will enforce the operation of the technology protection measures on its computers with Internet access. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during an audit, to enable access for bona fide research, or other lawful purposes.

**Records Retention:** District will retain its Internet Safety policy documentation according to the Record Retention and Archival of Electronic Mail Transmissions Policy - BM.

### **Employee and Student Communications:**

#### **I. Definitions:**

- A. Electronic or Digital Communication may include, but is not limited to, emails, text messages, instant messages, direct messages, social media messages or communication of any kind, messages sent through software applications, and any other electronic digital means of communication.

- B. School personnel or District employee refers to teachers, coaches, administrators, school bus drivers, and any other person who is employed either full-time or part-time by the District.

## **II. Employee Guidelines:**

- A. Any time a District employee engages in electronic or digital communication with an individual student, the employee shall include the student's parent or guardian in the communication. Exceptions to this requirement include non-school related communications between family members, circumstances where the communication is through a school-approved platform and is related to school and academic communications or in the event of an emergency. However, in the event of an emergency, the employee must subsequently and in a timely manner, notify the parent or guardian of the communication.
- B. District employees shall make reasonable efforts to utilize District-approved platforms, systems and/or applications where at all possible such that parents or guardians may be automatically included in communications with students.
- C. The Administration will designate the forums that qualify as District-approved platforms and will publish those designations on District's website as well as in its handbooks.

## **III. Violations:**

- A. Any District employee who is reported to be in violation of this policy shall be placed on administrative leave during the pendency of the District's investigation of the matter. District's board and local law enforcement will be notified as provided for by law. If no misconduct is found during the course of the investigation, the employee shall return to work and the incident will be noted in his or her personnel file. If misconduct is found, the employee will be subject to discipline in accordance with District policy, up to and including termination.

**Employee and Student Use of Social Media:** District recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

District recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

- I. **Employee Guidelines:** The Superintendent, school principals and/or other members of District administration will annually remind all staff members the importance of maintaining proper decorum in the online/digital world, as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process and complies will all state and federal laws and any applicable

District policies. The reminders will give special emphasis to the following prohibited behaviors:

A. Improper socializing and improper private contact with students using social media sites, online networks, phones, technology and all communications.

B. Inappropriateness of posting items with sexual content.

C. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol or use of obscene, profane or vulgar language or engaging in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory.

D. Monitoring and penalties for improper use of District computers and technology.

E. Intentional misinformation regarding District with purpose to damage and/or slander students, organizations, employees, schools, or administration. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.

F. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

Per state law at 74 O.S. § 840-8.1, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

A. Obscene sexual content or links to obscene sexual content;

B. Abusive behavior and bullying language or tone;

C. Conduct or encouragement or illegal activity; and

D. Disclosure of any information required to be maintained as confidential by law, regulation or internal policy.

“Social networking” or “social media” means interaction with external websites or services based upon participant contributions to the context. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking; and “Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designee will periodically conduct internet searches to see if employees have posted inappropriate materials/communications online. When violation of this policy is discovered, the material will be downloaded and promptly brought to the attention of the Superintendent or designee and District's legal counsel for review. Employees who engage in any of the above referenced prohibited behaviors are subject to disciplinary action, including possible dismissal from employment, for failure to follow district policy and/or state law.

A copy of this policy shall be distributed to each employee via e-mail. If information in violation of this policy and/or state law is posted on district social media, it will be immediately removed.

### **III. Student Guidelines:**

A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.

B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes bullying, harassment, threats or advocates or depicts illegal activity and/or causes a substantial disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.

C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.

D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

E. Use of social media during the school day is prohibited unless specific permission has been granted by the district.

**IV. Consequences for Violations of Social Media Policy:** Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following:

A. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.

B. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.

C. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

### **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 8:00 A.M. and remain open throughout the day until 2:45 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.

Materials shall be selected in accordance with the principles established by the School Library Bill Of Rights as approved by the American Association of School Librarians. Final selection will be made by the media specialist subject to approval by the superintendent or designee. Suggestions regarding the purchase of library materials from the administration, the faculty, and from the students are encouraged. Criteria which is considered in the selection of materials may include, but is not limited to:

- Accuracy of the information portrayed in the materials;
- Appeal of the content to the age group;
- Appropriateness of the content considering developmental stages of students;
- Objectivity and integrity of the material;
- Present and potential relevance and support of curriculum;
- Quality and variety of physical format;
- Appropriateness and quality of illustrations, if applicable;
- Respect for and understanding historical accuracy;
- Suitability of subject, style and reading level for the age group;
- Value corresponds with cost and/or need;
- Contributes to the objective of providing varying points of view.

Requests for Re-evaluation or Removal of Specified Materials: District will make every effort to provide library materials that will be appropriate for the community's values and the students' abilities and maturity levels. However, there will be times when questions or challenges will arise from parents or District patrons regarding books or other library materials. In the event that there is a disagreement with or concern over the content of library materials, the following procedures shall be followed:

- We encourage parent(s) or District patron(s) to visit with the site's Library/Media Specialist about concern over the content of library materials. The Specialist will work to answer questions or concerns.
- A concerned parent(s) or District patron(s) who is dissatisfied with results of the informal conversation will be given a copy of EL-R2 and EL-R2-F1.
- The parent(s) or District patron(s) ("Complainant") who disagree with or have concerns regarding the content of certain library materials shall complete form EL- R2-F1 and submit the form to the building principal. The principal will arrange a meeting between the Complainant and a representative from the Library Department, within five (5) business days of receipt of the form, in order to try and resolve the issue.
- If the issue cannot be resolved through a meeting of the parties, the principal will assemble a Building Level Review Committee. The Building Level Review Committee will be composed of the principal, a librarian, and three other faculty members.
- No library material or resource will be removed or restricted from use during the review process unless directed by the District Superintendent or designee.
- Within ten (10) days of its assembly, The Building Level Review Committee is to schedule a meeting to review the written complaint. The Building Level Review Committee is encouraged to read or view the entire work prior to the meeting. The Library/Media Specialist from the site is to submit a written statement and documentation regarding his/her decision not to remove the material from the site library. The Committee shall solicit any information or ask any questions it deems appropriate



such that it can make an informed decision. The Building Level Review Committee will deliberate and communicate the decision in writing to the Complainant within five (5) days of the meeting.

- If a concern is settled at this level, the matter will be considered closed. However, if the Complainant is not satisfied with the Building Level Review Committee's decision, an appeal may be filed with the Superintendent who will form a District Level Review Committee upon receipt of the appeal. The District Level Review Committee shall be appointed by the Superintendent or designee and will consist of two administrators, a library/media specialist, a curriculum specialist, and two teachers knowledgeable in the field in question who were not involved at the Building Level Review.
- The District Level Review Committee will schedule a meeting with the Complainant within ten (10) days of its formation. The Complainant shall be invited to appear before the District Review Committee to provide further explanation of his or her objection to the materials. Both the Complainant and the representative from the Library Department shall be granted five (5) minutes to present their arguments before the District Level Review Committee.
- The Committee shall consider the attitudes of other teachers towards the materials, the opinions of other competent authorities, reviews, as well as the information provided by the Complainant and the representative from the Library Department.
- Written documentation may be provided; however no new evidence may be introduced at this level unless it is requested by the District level Review Committee. The members of the Committee may ask questions and/or request more information if they feel it is necessary to make an informed decision.
- A written report of its findings will be issued by the District Level Review Committee within five (5) days of the meeting. The written report will be provided to the Superintendent as well as the Complainant. The decision of the District Level Review Committee will be final.

#### [Reconsideration of Library Material Form \(Board Policy EI-R2-F2\)](#)

#### **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 every nine weeks.

#### **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**

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

- The Superintendent should be contacted for all student and non-student and/or employment related issues;
- The Title IX Coordinator should be contacted for issues related to sexual discrimination or harassment ([pladyman@chickasha.k12.ok.us](mailto:pladyman@chickasha.k12.ok.us)); and,
- The Coordinator/Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 ([pladyman@chickasha.k12.ok.us](mailto:pladyman@chickasha.k12.ok.us)).

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

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

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

## **Parent Bill of Rights**

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

1. District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas;
2. Parents may request additional information from the administration regarding their child's course of study and learning materials, including the source of any supplemental educational methods;
3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma;

4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child's participation in the sex education curricula to the administration;
5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula;
6. District will provide information to parents upon request regarding the nature and purpose of clubs and activities that have been approved by the school;
7. If written consent is provided to a district for assessment or treatment of a minor as permitted by law, such consent shall only be effective for the school year for which it is granted and shall be renewed each subsequent school year; and
8. Parents are advised that Oklahoma law includes the following parental rights and responsibilities:
  - a. the right to opt out of sex education curriculum if offered by the District;
  - b. open enrollment rights;
  - c. the right to opt out of assignments as allowed by Section 2003 of Title 25 of the Oklahoma Statutes;
  - d. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes;
  - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes;
  - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes;
  - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;
  - h. the right to review test results;
  - i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes;
  - j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes;
  - k. the right to receive a school report card;
  - l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes;
  - m. the right to public review of courses of study and textbooks;
  - n. the right to be excused from school attendance for religious reasons;
  - o. policies related to parental involvement pursuant to Section 2003 of Title 25 of the Oklahoma Statutes;
  - p. the right to participate in parent-teacher associations and organizations that are sanctioned by the Board of Education of District; and
  - q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.
9. Within thirty (30) days of learning information regarding material changes related to a student's health, social, or psychological development, District shall disclose such information to the student's parent or guardian. This includes any information known to a District employee or independent contractor, including identity information.
  - a. Independent Contractor is defined in 210: 10-2-2 of the Oklahoma Administrative Code (OAC) as an individual, organization, or entity that is engaged by and/or contracted by

District to provide services or instruction, directly or indirectly, to students or within District on a temporary or contractual basis, and who is not an employee of District.

- b. Identity Information is defined in 210:10-2-2 of the OAC as names or pronouns used by a student and any social or other transition to a gender that differs from the student's sex as listed on the student's original birth certificate.

Pursuant to Oklahoma law, parents may submit a written request for information during regular business hours to either the school principal at the school site or the office of the Superintendent. Within ten (10) days of receiving the request for information, the school principal or Superintendent shall deliver the information requested to the parent or provide a written explanation for the denial. If the request for information is denied or the parent does not receive the information within fifteen (15) days after submitting the request for information, the parent may submit a written request for the information to the District's Board. The Board will formally consider the request at the next scheduled public meeting. However, if the request cannot be properly noticed on the agenda for the next scheduled meeting, the Board shall formally consider the request at the next subsequent public meeting of the Board.

### **Parent Conferences**

While teachers and parents may communicate regularly through the Remind App, Parent Teacher Conferences are scheduled times for teachers and parents to collaborate and communicate in a timely manner without interruptions. The scheduled parent teacher conferences will take place the week of September 15th and February 9th. However, other conferences may be initiated with your child's teacher throughout the year if a need arises. You may arrange for additional conferences with your child's teacher by contacting the teacher or school office. Your child's teacher may also reach out to schedule a conference as the need arises throughout the school year.

### **Parent-Teacher Organization**

Parent-teacher organization involvement is 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 items.**

### **School Closings**

Closure of school due to inclement weather conditions will be communicated in a number of ways. It is our goal to give parents as much notice as possible. Weather closings will be posted on our district website [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us) along with District and Site Facebook pages. It will be announced on KOOL 105.5 Radio and all major Oklahoma City TV Stations. The District will send out automated phone calls to the number listed as a student's primary contact. It is important for the school to have your current phone

number in order to receive the call. Parents and students are encouraged not to call the school so building administrators will be able to implement safety procedures.

### **Strong Readers Act**

The purpose of the Strong Readers ACT (SRA) 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). SRA 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.

### **Recess**

**If the windchill is below 32 degrees, or if the heat index over 99 degrees, students will participate in indoor recess. We will use the News 9 weather app for our official temperature readings. Students should be dressed appropriately for the weather.**

### **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). Oklahoma statutes define child abuse as harm or threatened harm to a child's health, safety, or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10-, Section 7102). 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.

### **Search of Students**

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

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any

search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by District personnel, and only cold weather outerwear, shoes, and headwear (excluding religious headcoverings) shall be removed prior to or during any search.

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

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, District may contact appropriate law enforcement personnel to respond to the issue.

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

### **Service Animal**

District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its facilities, vehicles, and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by District employees and students with disabilities.

#### **Definition:**

Service Animal: A "service animal" is defined as any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

1. Under the Americans with Disabilities Act (ADA), the service animal must be a dog. Other species of animals, whether wild or domestic, trained or untrained, do not qualify as service animals for the purposes of this definition.

2. The work or tasks of the animal must directly relate to the handler's disability. This includes, but is not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.

3. An "emotional support animal" and a "therapy animal" are both considered a pet and do not qualify as a "service animal."

**Employee:** “Employee” is defined as a person who is employed by the District on a part or full-time basis, with or without compensation, and elected or appointed members of the District’s Board.

**Student:** “Student” means a child who is currently enrolled at the District and includes the parents and/or guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

**Procedures/Requirements:**

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. The employee or student will submit a request for the use of a service animal to the District's Director of Special Services. The request will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).
- B. Requests for the use of service animals on District property will, whenever possible, be made at least three weeks prior to the proposed use of the service animal.
- C. As part of the District’s consideration of a request for the use of a service animal, District may require certain documentation, including, but not limited to:
  - a. Certification of proper vaccinations verified by a veterinarian and licensing as required law [Okla. Admin. Code 310:599-3-9.1];
  - b. Documentation that the handler for the service animal is properly trained; and
  - c. Documentation of adequate liability insurance.
- D. District’s review of a request for the use of a service animal may include consideration of a student’s IEP or Section 504 records. The District may also require a meeting with and/or additional information from the employee or student requesting the use of a service animal.
- E. The use of a service animal on District property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal and other activities or conditions deemed necessary by the District. The District’s approval of the use of a service animal on District property is subject to periodic review, revision, or revocation by District administration.
- F. Service animals will wear proper identification, including a current rabies tag, and will always be on a leash or other form of restraint mechanism. A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [7 O.S. § 19.1(C)].
- G. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the certified handler to provide proper handling of the service animal. The handler must be in full control of the service animal at all times. The handler of the service animal must follow any applicable municipal ordinances regarding cleaning up after the service animal defecates. All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.
- H. Service animals will be allowed in District vehicles only when:
  - a. It has been determined that the service animal is a necessary accommodation for the employee or student;
  - b. The inclusion of the service animal is documented as required on District transportation forms; and
- I. The responsibility for the care and supervision of the service animal rests solely on the employee or student. District is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

- J. District retains discretion to exclude or remove a service animal from District property and transportation if:
- a. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
  - b. The service animal is not housebroken or the service animal's presence or behavior fundamentally interferes in the functions of the District;
  - c. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
  - d. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

**Liability:** The employee or student will be responsible for any damage to District or personal property and any injuries to individuals caused by the service animal. Any costs incurred due to damage caused by the service animal will be the responsibility of the staff member or the parent/guardian of the student who uses the service animal on District property and/or at District functions.

**Visitors:** Any visitor requiring the accompaniment of a "service animal" for purposes of this policy is welcome in all areas of District facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).

**Appeals and Grievances:** Any person dissatisfied with a decision concerning a service animal can file a grievance, using District's Civil Rights Policy – Policy BI.

**Special Provisions for Miniature Horses:** Requests to permit a miniature horse to accompany an employee, student or visitor with a disability in school buildings, in classrooms, or at school functions, will be handled on a case-by-case basis, considering: (a) the type, size, and weight of the animal and whether the facility can accommodate its features; (b) whether the animal is sufficiently controlled by the handler; (c) whether the animal is housebroken; and, (d) whether the animal's presence in the facility compromises the legitimate safety requirements for safe operation.

### **Student 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.

Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. Any out-of-state travel must be approved by the School Board. 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.
- Students on field trips shall obey rules listed for students on regular school bus routes.
- 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.
- 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.**

### **Student Safety**

Every effort is made to protect our children at school. Parents and guardians are encouraged to visit Bill Wallace ECC. Upon arrival at the school, all visitors must sign in the visit management kiosk with a valid State Issued I.D. All visitors are required to have a visitor's badge that is affixed to their person and visible while in the building. Each visitor attending a presentation or specific program will not have to sign in at the office and will have restricted access to the building.

### **Student Survey Policy**

With respect to survey activities, survey materials, and instructional materials used by students and funded by the US Department of Education, the school district will:

- Make sure materials are available for inspection by parents.
- Parents must be given the opportunity to review first.
- Does not matter if the survey is anonymous.

### **Student Transfers**

(Board Policy EB) Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District shall be granted at any time during the school year unless the requested transfer exceeds the capacity of the grade level sought for each school site within the District. District's Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District's capacity will be published on District's website and reported to the State Department of Education ("SDE").

In order for a student to be transferred, the parents of the student must first submit an application form specified by the State Board of Education ("SBE") to the District Superintendent. District will approve or deny transfer applications and notify the parents of the decision in writing within thirty (30) days of receiving an application. If the capacity of a grade level for each school site or the desired school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications. If the transfer application is accepted, the parents shall notify District in writing within ten (10) days of receiving notice of approval that the student will be enrolling in the District. Failure to provide such notice may result in District's decision to cancel the transfer, which will be provided in writing immediately upon the cancellation. If the transfer application is denied, the parents may appeal such denial as set forth in law and regulation.

A transfer may be denied if it will exceed enrollment capacity, or for student discipline as provided for in § 24-101.3 or for attendance issues. "Attendance Issues" are defined as ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due

to illness. District will begin receiving new applications for the subsequent school year on or after July 1st each school year. However, any currently approved transfers may be approved for the next school year beginning on May 1st.

All student transfers previously granted will remain in effect unless the District takes action to deny a future year's attendance based on discipline or attendance issues as previously provided for herein. If District intends to deny a student's continued transfer, the parents or guardians will be notified by or before July 15th. If the grade a student is entitled to pursue is not offered in the student's resident district, the transfer will be automatically approved.

A student whose parent or legal guardian is employed by the District may be allowed to transfer to the District regardless of capacity. The child of a District employee who resides in the District, but wishes to attend a different school site within the District where the student resides may be granted an intra-district transfer as long as the student does not meet the criteria as a basis for denial as provided for herein. In addition, any student who has attended school as a resident student for at least three (3) years prior to moving out of the District may be allowed to transfer regardless of capacity, provided that the student does not meet a criteria for denial as provided for herein.

Any child in the custody of the Department of Human Services ("DHS") in foster care who is living in the home of a student who transfers to the District or to another school site within the District may attend school in the District or at the school site as provided for by law. Except for a child in the custody of DHS in foster care, a transfer student shall not transfer more than two times per school year to one or more districts in which the student does not reside or to other school sites within the District where the student resides, provided that the student may reenroll in his or her district or school site of residence at any time.

The brother or sister of a student who transfers to District may attend school in the District regardless of capacity and so long as the brother or sister does not meet a criteria for denial as provided herein. Applications will be considered in the order in which they are received by the District and a separate application must be submitted for each student who desires a transfer. The brother or sister of a student who transfers intra-district may attend the school site to which his or her sibling transferred so long as the district has capacity and the brother or sister does not meet a basis for denial as provided for herein.

A student who changes residence within the District, but wishes to attend the same school site may be granted an intra-district transfer provided that the student does not meet the criteria as a basis for denial as provided for herein.

On or before the first day of January, April, July and October, the Superintendent will file with the SBE and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.

If a transfer request is denied by the District, the parent of the student may appeal the denial to District's Board within ten (10) days of the notification of the denial as provided for by law and regulation. District's Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of the documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent's transfer denial will be held in open session.

If the Board upholds the denial, the parent may appeal the denial to the SBE within ten (10) days of the notification of the Board's decision.

District's capacity is as follows:

- Pre-kindergarten: No more than 20 students per classroom or 10 students per adult in the classroom.
- Kindergarten: No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- Grades 1-3: No more than 25 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.

### **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 parents at home, 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 with the office staff 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”.
- Upon arrival to the school, all visitors must sign in at the visitor management kiosk with a valid I.D. All visitors are required to have a visitor’s badge on while in the building.
- 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 by calling **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.

## **WITHDRAWAL FROM SCHOOL**

([Board Policy EB rev Sept. 2024](#)) 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 DIRECTORY INFORMATION NOTICE**

([Board Policy EG](#)) District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Student records, including course grades of students, will be maintained confidential as required by law. Within the first three weeks after the start of classes each school year, the District shall cause a Notification of FERPA Rights to be published in selected area newspapers. In addition, the District shall provide a Notification of FERPA Rights to each student or parent or guardian of a student by placement in the student handbook(s). The District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights. The Board hereby designates the following information to be directory information:

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this district.

The District will disclose any of the above items electronically or otherwise without prior parental consent, unless notified in writing within ten (10) days from the date of student enrollment that any or all of the above information should not be released without consent.

### **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.)