

Update on 8/4/25

# CHICKASHA MIDDLE SCHOOL



## STUDENT HANDBOOK

1000 South 9<sup>th</sup>  
Chickasha, OK 73018

Website: <https://www.chickasha.k12.ok.us/vnews/display.v/SEC/Chickasha%20Middle>

Phone: 405.222.6530

Tori Clark, Principal  
[tclark@chickasha.k12.ok.us](mailto:tclark@chickasha.k12.ok.us)

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Choose Wisely Master Accountability Strong and Secure



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

1000 S 9th Street  
Chickasha, OK 73018

Phone: 405.222.6530

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

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## ADMINISTRATION

|                  |                                                    |
|------------------|----------------------------------------------------|
| Rick Croslin     | Superintendent                                     |
| Jennifer Stegman | Assistant Superintendent/CFO                       |
| Pam Ladyman      | Executive Director of Personnel & Student Services |
| Jerry Don Bray   | Director of Student Activities                     |
| Dan Turner       | Director of Maintenance and Transportation         |
| Joe Molder       | Director of Technology                             |

## BOARD OF EDUCATION

Zack McGill President, Seat 3

Robyn Morse Member, Seat 4

Laurie Allen Member, Seat 2

Cara Gerdes 1st Vice President, Seat 1

Dr. Christy Clift 2nd Vice President, Seat 5

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

## CHICKASHA PUBLIC SCHOOLS' MISSION STATEMENT

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

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

## 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)

# Chickasha MIDDLE SCHOOL



## BELL SCHEDULE 2025-2026

Students will report to the Auditorium upon arrival to the building.  
Doors open at 7:50

|                                                                        |                                                                                                   |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Release from Auditorium                                                | 8:35                                                                                              |
| 1st Hour                                                               | 8:38 - 9:34                                                                                       |
| 2nd Hour                                                               | 9:37 - 10:29                                                                                      |
| 3rd Hour<br>Chickfest/Advisory                                         | 10:32 - 11:17                                                                                     |
| 4th Hour                                                               | 11:20-12:12                                                                                       |
| <div>5A</div> <div>Lunch 12:15-12:45</div> <div>Class 12:45-1:45</div> | <div>5B</div> <div>Class 12:15-12:45</div> <div>Lunch 12:45-1:15</div> <div>Class 1:15-1:45</div> |
| 6th Hour                                                               | 1:48 - 2:40                                                                                       |
| 7th Hour                                                               | 2:43 - 3:35                                                                                       |

# CHICKASHA MIDDLE SCHOOL EVENTS

## 2025-2026

|                                      |                                           |
|--------------------------------------|-------------------------------------------|
| First Day of Classes                 | August 13, 2025                           |
| Labor Day/No School                  | September 1, 2025                         |
| Parent/Teacher Conferences/No School | September 19, 2025                        |
| End of First Nine Weeks              | October 15, 2025                          |
| Fall Break/No School                 | October 16-17, 2025                       |
| Teacher Professional Day/No School   | October 20, 2025                          |
| Thanksgiving Break/No School         | November 2-28, 2025                       |
| End of Second Nine Weeks             | December 19, 2025                         |
| Winter Break/No School               | December 22, 2025 -January 2, 2026        |
| Teacher Professional Day/No School   | January 5, 2026                           |
| Classes Resume                       | January 6, 2026                           |
| Martin Luther King Day/No School     | January 19, 2026                          |
| Parent/Teacher Conferences/No School | February 13, 2026                         |
| Snow Day                             | February 16, 2025                         |
| End of Third Nine Weeks              | March 6, 2026                             |
| Snow Day                             | March 13, 2026                            |
| Spring Break/No School               | March 16-20, 2026                         |
| Good Friday/No School                | April 3, 2026                             |
| No School                            | April 17 & 24, 2026<br>May 1, 8, 15, 2026 |
| End of Fourth Nine Weeks/Last Day    | May 21, 2026                              |

# Chickasha Middle School Handbook

## Mission and Vision Statement

### Mission Statement

We, the staff of Chickasha Middle School, seek to improve the educational experience of our student-stakeholders by creating an environment of enabled learners. The daily goal of our staff is to assist all students in the pursuit of knowledge, while creating lifelong learners able to compete in their ever-changing world.

### Vision Statement

We, the staff of Chickasha Middle School, envision our students as future leaders, community members, and valuable parts of our society. The education our students receive will continue to grow their strong foundation, link current learners to our rich history and engage the future of our society.

WE BELIEVE the stakeholders (students and staff) of Chickasha Middle School will exhibit the leadership qualities of CMS: Choose Wisely, Master Accountability and be Strong and Secure

WE BELIEVE the success of Chickasha Middle School begins with positive involvement from our stakeholders; staff, parents, students and the community must share in incorporating our mission and vision for Chickasha Middle School.



# Chickasha Middle School Handbook

In our efforts to uphold the Fightin' Chick standard; ensuring our schools are safe, welcoming and purposeful learning environments, we strive to encourage our students to achieve their academic potential while also behaving with good character. At Chickasha Public Schools the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of the 3Rs: Respect, Responsibility, and Readiness. Students who are respectful, responsible and ready act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what the 3Rs mean and look like in all areas of our school through activities, lessons, demonstrations, videos and role-playing. In addition to learning the 3Rs teachers and staff will recognize and reward students for better-than-expected behavior. Rewards for these positive behaviors can include but are not limited to: verbal praise, phone calls to parents and special privileges throughout the school. These rewards will be given when students are found in the act of exceptional behavior.

## Classroom Management

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

### What if the routines and procedures are not effective?

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

## Major Incidents

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

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

# Chickasha Middle School Behavior Expectation Matrix

## Bus Riding Behavior

| <b>C</b> hoose Wisely                                                   | <b>M</b> aster Accountability               | <b>S</b> trong & secure                        |
|-------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------|
| Remain Seated<br>Think Before You Act or Speak<br>Follow Bus Procedures | Listen to Adults<br>Report Unsafe Behaviors | Be Nice, Choose Kindness<br>Limit Distractions |

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

# Auditorium Behavior (Assemblies and Events)

| <b>C</b> hoose Wisely                                              | <b>M</b> aster Accountability       | <b>S</b> trong & secure  |
|--------------------------------------------------------------------|-------------------------------------|--------------------------|
| Enter Quietly<br><br>Hands Free<br><br>Use Appropriate Voice Level | Eyes Watching<br><br>Ears Listening | Use Appropriate Applause |

| Looks Like                                                                                                                                                                                                                                                                                    | Sounds Like                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Leave belongings in the classroom<br><br>No cell phones<br><br>Straight, single file lines<br><br>Sit where and how you are instructed to sit with your class by filling in all seats in a row<br><br>Stay seated at all times<br><br>Dismiss from the back to the front in an orderly manner | No noise unless prompted by presenter<br><br>Quiet and attentive<br><br>Applause as a group to either begin or end program |

## Hallway Behavior

| <b>C</b> hoose Wisely                                                        | <b>M</b> aster Accountability                                   | <b>S</b> trong & secure                            |
|------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------|
| Walk & Keep to the right<br>Be Where You Need to Be<br>Use Appropriate Voice | Be On Time<br>Respect Personal Space<br>Have Pass When Required | Choose Kindness<br>Acknowledge Others With a Smile |

| Looks Like                                                                                                                                                                                                                         | Sounds Like                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Walk and keep to the right<br>Hands to ourselves<br>Respect personal space<br>NO horseplay<br>NO throwing things<br>Teacher's supervising Pass Time<br>No loitering outside of restrooms doors<br>Trash is thrown in the trash can | Quiet - Inside voices<br>Ease of Movement<br>No Cellphones<br>No one tripping over things such as bags etc. |

## Restroom Behavior

| <b>C</b> hoose Wisely                                  | <b>M</b> aster Accountability                                             | <b>S</b> trong & secure                            |
|--------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------|
| <p>Do the Right Thing</p> <p>Practice Good Hygiene</p> | <p>Report Inappropriate Activity &amp; Damaged Facilities Immediately</p> | <p>Refrain from Horseplay</p> <p>Honor Privacy</p> |

| Looks Like                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sounds Like               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>If the stalls are full, go back to class or wait outside the restroom.</p> <p>Keep your hands to yourself</p> <p>Respect Privacy<br/>Use facilities for the intended purpose. (No foreign objects in the toilet).</p> <p>Practice proper hygiene (wash hands)</p> <p>Flush the toilet after use</p> <p>Use restroom supplies for their intended purpose (paper towels etc)</p> <p>Do not write or draw on the bathroom walls</p> <p>No climbing or horseplay</p> | <p>Inside voices only</p> |

## Classroom Behavior

| <b>C</b> hoose Wisely                                                                                     | <b>M</b> aster Accountability                 | <b>S</b> trong & secure                    |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------|
| Be Respectful<br>Follow Procedures<br>No Outside Food or Drinks<br>Cell Phones Turned off and Put in Bags | Be Organized<br>Be Prepared<br>Arrive on Time | Supportive of All<br>Give Your Best Effort |

| <b>L</b> ooks Like                                                                                                                                                                                                                                            | <b>S</b> ounds Like                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Cooperate with adult directions<br>Use kind, school appropriate language<br>Be in class with all materials needed by the bell<br>Prepared, have supplies & ready to learn.<br>Clean & orderly<br>Actively listening<br>Raising hands, heads up & eyes on task | Inside voices<br>Encouraging each other<br>Collaboration type communication |

## Cafeteria Behavior

| <b>C</b> hoose Wisely                                                                                                              | <b>M</b> aster Accountability                                                                                                 | <b>S</b> trong & secure                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <p>Respectful of Others, Personal Space &amp; Belongings</p> <p>Follow Cafeteria Procedures</p> <p>Use Appropriate Voice Level</p> | <p>Be In Control of You</p> <p>Mindful of Your Environment, Clean Up After Yourself</p> <p>Use Social Media Appropriately</p> | <p>Treat Others As You Want To Be Treated</p> <p>Let Someone Know if Somethings Needs To Be Addressed</p> |

| Looks Like                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sounds Like                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <p>Students leave backpacks, etc. outside the cafeteria in the breezeway, lined up along the walls.</p> <p>Students lined up in a single file line with an inside appropriate voice level ~ no horseplay in line.</p> <p>3 Students at a time to receive food.</p> <p>After receiving food, students quickly sit in the correct order at their table, only 6 students (2 per seat) per side of each table.</p> <p>No cell phone usage until students are finished eating.</p> <p>Students raise their hand and ask for permission to get up or go to the restroom.</p> <p>When students are finished eating, they move their tray to the correct end of the table for trash pickup.</p> <p>Students are dismissed by an adult at the end of lunch.</p> | <p>Inside quiet voices</p> |

## GENERAL SCHOOL INFORMATION

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

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### DISCLAIMER

This student handbook is composed of most of the rules and regulations that students need to know while attending Chickasha Middle School. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building. Chickasha Public Schools will not waive students' responsibilities simply because a state regulation, district, or building policy is not in this handbook. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the students' responsibility to know the rules they must follow to ensure the safety and security for everyone at CMS. Students and/or parents wishing to see the policies and standards for the school district and/or building may view a copy of these documents in the principal's office. Students and/or parents wishing to see the policies and standards for any club or organization may view a copy of these documents in the Activity Director's office. In addition, District policies and regulations may be viewed on the Chickasha Public Schools website at [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us). Any changes made in state law and/or School Board Policy, will be added to our handbook in a timely fashion. We apologize for any inconvenience this may cause you or your student. This does not exempt parents or students from making themselves aware of rules and policies outlined in this handbook. Please feel free to call the school at (405) 222-6530 if we can be of any assistance in questions you may have.

### ALCOHOL AND/OR DRUG ABUSE POLICY:

Alcohol and/or drug abuse shall be defined as sale, possession, use and/or being under the influence, while under the supervision of the school or in attendance at any school related function, of intoxicating beverages, alcohol, controlled dangerous substances, as defined in the "Chemical Abuse Policy" or any compound, liquid, chemical narcotic, drug, vegetable, fruit, or other substance which:

1. Contains ketones, aldehydes, organic acetones, ether, chlorinated hydrocarbons (e.g. gasoline, glue, fingernail polish, white out, etc.) or some other solvent releasing toxic vapors; or
2. Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system, or otherwise changes, distorts, or disturbs the eyesight, thinking process, judgment, balance, or coordination of an individual.

Notification will be sent to the Board of Education, police, District Attorney, and parent(s) or guardian(s) of the student. A second offense will result in suspension from the school for a minimum of a semester's length of time. Upon commission of a second offense, the District Attorney's office will be requested to file the appropriate legal action upon the signed complaint. (Reference O.S. 70-24-102). This policy applies to both regular and special education students. The special education review committee will meet following suspension.

### ASSEMBLIES

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

### ATHLETICS

It is strongly believed by the teachers and coaches at Chickasha Middle School that interscholastic athletics are important for the development of a well-rounded student. Athletics help the player to achieve a higher standard of mental, moral, social, and physical fitness. The athletic program strives to contribute to the optimum development of participants as individuals through offering a variety of

sports activities and expecting these young athletes to maintain excellent scholastic grades in all of their academic classes.

## **ATHLETIC SAFETY PROCEDURES**

- 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 designated area at the north end of the stadium. Middle and 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 premises for any reason.
- Administrators (site & district), SROs, and deputies will be present and providing supervision for your safety.
- No pets, no outside food or drink, no weapons, and no outside containers allowed.

## **ATTENDANCE POLICY**

Please contact the Attendance secretary the morning of a student's absence at 405-222-6530. In accordance with the State of Oklahoma school laws and the definition of chronic absenteeism, any student who misses more than 10% of instructional days in a school year will be deemed chronically absent. Chickasha Public Schools' instructional calendar consists of 168 school days. Therefore, a student may not miss more than 16 days throughout the entire school year.

It shall be 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 some public, private or other school. 70 O.S. Section 10-105

### **Absences:**

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

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

A letter and affidavit will be sent to the District Attorney each week that a student continues to have unexcused/unverified absences. This continues each week more unexcused/unverified absences occur.

## **BACKPACKS**

Mesh backpacks are preferred on campus.

## BICYCLES

Bicycles are to be parked in the designated areas and chained to the rack. The school is not responsible for damage or theft of the bicycle or its parts while parked in the designated areas.

**BULLYING - See Appendix for detailed board policy.**

## CAFETERIA

The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

Each parent will complete an application for free and reduced lunches during enrollment of their child. We are required to provide each parent this opportunity. A new application must be submitted at the beginning of each school year.

**Breakfast:** Breakfast will be served from 7:55 AM to 8:25 AM each morning in the cafeteria..

**Lunch:** Lunch will be served each day according to the schedule below.

- Lunch A: 12:15-12:45
- Lunch B: 12:45-1:15
- Lunch C: 1:15-1:45

Students may bring their lunches or they can choose from a regular lunch. **No outside lunches are allowed to be dropped off.** Students are required to remain in the designated areas during lunch. All Chickasha Public School students PK-8th grade eat both breakfast and lunch for free.

**CELL PHONE POLICY- See Personal Electronic Devices detailed below**

## CHECKING IN AND OUT OF SCHOOL/ATTENDANCE

Students arriving after the first hour begins (8:38AM) must report to the attendance office to obtain an ADMIT TO CLASS slip. The ADMIT TO CLASS slip is not necessarily an excused tardy. If a student is more than fifteen (15) minutes late to class, this will be considered an absence for that period. **If your student will not be in attendance, please contact the school on the day of the absence.**

## CHEMICAL ABUSE POLICY

The use and unlawful possession of illicit drugs and/or alcohol is wrong and harmful. The following disciplinary procedures will be strictly adhered to and mandatory for ALL students.

## CHILD FIND NOTICE

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

## CLASSROOM/SCHOOL BEHAVIOR

We desire that all students accept responsibility for self-discipline. Expectations are that all students will conduct themselves in a manner that enhances the learning process. Any behavior which is impeding the learning environment of others will be addressed.

## **CONDUCT OFF-SCHOOL PREMISES**

Students involved in off-campus attacks on school officials, their families, animals, or property, will result in disciplinary action at school. School authorities have the power to discipline pupils for out-of-school conduct having a direct and immediate effect on the discipline, welfare, and effectiveness of the school- including but not limited to: *texting/social media, notes, or any other form of contact*. At a school function or during school hours school officials have the authority to discipline students for off-campus misconduct involving weapons, alcohol, or drugs. A conference can be held with the site school counselor, an administrator, parent/guardian, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling will be implemented.

## **CONFERENCES**

Conferences will be scheduled with the Advisory teachers. In order to maintain open communication, students are encouraged to attend with their parent).

First semester conference dates will be the evening hours of Monday & Tuesday, September 15 & September 16th. Second semester conference dates will be the evening hours of Monday & Tuesday, February 9th & 10th. All Conferences will be held 3:45-7:15 pm.

## **CRITICAL RACE THEORY**

District does not discriminate on the basis of race or sex and shall comply with 70 O.S. §24-157 and Oklahoma Administrative Code 210: 10-1-23 in the enactment of this policy. In addition, the provisions provided for herein shall not prohibit the teaching of concepts that align to the Oklahoma Academic Standards.

<https://meeting.assemblemeetings.com/Public/Book/1910?docTypeId=220743&file=fa4c4335-bed4-4b55-bc5c-27295eqe11d8>

Students, parents, teachers, school staff, and members of the public may file a complaint alleging a violation. District designates Jennifer Stegman to receive reports of violations of this policy. District will ensure that the employee is unbiased and free of any conflicts of interest. Jennifer Stegman may be reached via email at [jstegman@chickasha.k12.ok.us](mailto:jstegman@chickasha.k12.ok.us) or via telephone at (405)222-6500.

<https://meeting.assemblemeetings.com/Public/Book/1910?docTypeId=220743&file=a90c0ad6-a41c-4e96-a624-cb4e47a31e60>

## **DELIVERY OF NOVELTIES**

Flowers, balloon bouquets, novelty items or gifts **MAY NOT BE** delivered to students at Chickasha Middle School.

## **DRESS CODE/STUDENT APPEARANCE**

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

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or

may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach (i.e.: cheerleader outfits, pom team and band uniforms, team shirts). **Continuous non compliance of dress code could be viewed as insubordination and disciplinary action may be taken.**

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.

#### **Add board policy link EH?**

- Undergarments should not be visible.
- Vulgar speech and alcohol/drugs are not protected by free speech.
- Student dress may not display anything that may represent or promote an act of violence such as weapons
- Students may not wear anything that may be associated as part of a costume such as masks, fake ears, tails, etc.
- Due to safety concerns hoods on outerwear can not be worn.

### **ELECTRONIC DEVICES**

The school will not be responsible for searching for or replacing electronic devices of any kind that are brought to school. This also applies to cell phones, air pods, earbuds, etc.

### **ELIGIBILITY**

It is the policy of the Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. (EE) Other than regular meetings and practices, a student must meet the guidelines prescribed by "Student Eligibility during a term" and "term grades".

#### **Student Eligibility During a Term:**

Scholastic eligibility for students will be checked at the end of the third week of each semester and each week thereafter. This grade is cumulative based on grades for the entire semester. A student must be passing in all subjects he/she is enrolled in during a term. If the student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. During probation, the student is eligible to participate. If a student is not passing all subjects at the end of this probationary period, he/she is ineligible to participate until passing all subjects. When a student is passing all subjects, he/she will become eligible at the beginning of the following eligibility week. The ineligibility period will begin on a Monday and end on a Sunday. Eligibility reports will be prepared Friday afternoon. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than Wednesday. Any work turned in after that designated time would not be counted for eligibility for the following week. The coach or sponsor will notify a student who is on probation or is ineligible. A sponsor, a director of an activity, or a coach of a sport will not be permitted to question any teacher about an ineligible or probationary student. It is the student's responsibility to confer with his/her teacher if there is a question about eligibility status. If the questions cannot be resolved, the matter may be referred to the principal, athletic director, or principal's designee.

**Students who are ineligible are not permitted to attend extracurricular activities.**

### **EMERGENCY DRILLS**

In order to be prepared for an emergency, administrators will conduct fire, tornado, lockdown, and intruder drills. As a safety precaution, emergency procedures will not begin until announced by a

faculty member. Whenever an emergency procedure is conducted, students should conduct themselves in a safe and appropriate manner.

## **EXTRA-CURRICULAR ACTIVITIES**

- 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 designated area at the north end of the stadium. Middle and 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 premises for any reason.
- Administrators (site & district), SROs, and deputies will be present and providing supervision for your safety.
- No pets, no outside food or drink, no weapons, and no outside containers allowed.

Students who are failing a class will not be permitted to attend extracurricular events.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

The name and address of the Office that administers FERPA are:

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

## **FOOD OR DRINK**

No outside food or drink is allowed during lunch.

## **FUNDRAISING CAMPAIGNS**

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

## **GRADE RETENTION OR COURSE FAILURE**

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

following a required parent/teacher/counselor and/or administrator conference. The decision of the Board shall be final.

## **GRADING SYSTEM**

At the end of the fifth week of the first and third nine-week periods, and at the end of the first and third nine weeks, parents/guardians will receive a progress report. At the end of each semester, every student will receive a report card. The letter grade will indicate the progress of the student in each class. See the grading scale below.

|   |                                                              |
|---|--------------------------------------------------------------|
| A | Superior quality of work (90-100)                            |
| B | Good quality of work (80-89)                                 |
| C | Satisfactory quality or progress in terms of ability (70-79) |
| D | Below quality of work expected (60-69)                       |
| F | Unsatisfactory work (below 60)                               |

Teachers will also contact parents by mail, phone or email when the student is having difficulty of any kind, which interferes with the educational process.

If a student does not pass 3 of 4 core classes for the year, he or she may be recommended for retention. Whenever a teacher or teachers recommend that a student be retained in a grade, CPS board policy ED will be followed.

<https://meeting.assemblemeetings.com/Public/Book/1910?docTypeId=220743&file=2876925c-f2a8-4d59-83c2-d35020f60005>

Teachers are required to record two grades at a minimum per week, for each subject area.

**Students who are failing a class will not be permitted to attend extracurricular events.**

## **GRIEVANCE PROCEDURE**

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

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

## **GUIDANCE SERVICES**

Please notify our counselor if a student is in need of special guidance services. They can be reached at 405-222-6530. You are encouraged to request any grade checks directly through your student's classroom teacher via email or through the student information system parent portal.

## **HEALTH SERVICES**

If a student is ill, he/she is to report to the nurse with permission from the teacher. If a student is under a physician's care and medication is prescribed during the school day, Parent must meet with the nurse to complete appropriate paperwork and present medication in the original prescription container.

## **Philosophy of the Health Services Department**

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

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

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

## **HOMEWORK/ASSIGNMENT POLICY**

Homework shall be viewed as an integral part of the total school program. Homework assignments should support and enrich the learning experience as directed by the teacher in the classroom. All homework will be evaluated and included in determining a student's final grade. Homework is assigned for the following purposes:

1. To supplement and reinforce classroom work.
2. To give increased practice in particular skills.
3. To make up work missed due to an excused absence.
4. To develop initiative, independence, self-direction and responsibility.
5. To assist in developing good study habits.
6. To provide parents with opportunities to become aware of what is being taught in the classroom.

Any homework/class assignments will not be accepted after two weeks from the assignment due date. This could be less based on teacher grading policy.

## **ID BADGES (STUDENT/STAFF)**

In a continuing effort to increase security at Chickasha Public Schools. Student identification procedures will be enforced. Chickasha Public Schools are taking all measures to ensure the safety of our students, faculty, staff, and patrons. To improve school safety all students and district employees will wear photo ID at all times on school property and at all school events. All secondary schools will have controlled access locks that require scan card entry. The student ID badge will act as the scan card for school entry access. A student who forgets their ID badge is expected to go to their front office to get a temporary ID sticker; however, excessive reliance on temporary stickers may result in fees of up to \$1.00 per temporary sticker. In addition, after a student has accessed excessive temporary stickers; they will be required to purchase a new ID badge and the old badge will be deactivated. A new ID will result in a \$5.00 charge to Chickasha Public Schools. Middle school students who fail to wear their school IDs on school property and have available at school events may be subject to disciplinary actions. The school ID is school property. These items must be returned to the school at the end of the school year or if a student withdrawals to attend another school.

The following disciplinary action could occur when students do not wear school issue ID badge:

1st instance-verbal reminder to student, student will obtain a temporary badge

2nd instance-verbal reminder to student, student will obtain a temporary badge

3rd instance-verbal warning to student that on forth instance of student not wearing badge they will receive ISR, student will obtain a temporary badge, parent notified by phone by office personnel

4th instance-student will receive 1 day ISR, student will obtain a temporary badge

5th instance-student will receive 3 day ISR, student will obtain a temporary badge

6th instance-student will receive 5 day ISR, student will obtain a temporary badge

7th instance-student could receive possible suspension for flagrant misconduct

## **ILLNESS PROTOCOLS**

Student attendance at 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 judgment 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. See Board Policy BD.

### **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 or guardians will be notified. The steps outlined in the District Regulation will be followed. See BD-R3
- **Cough/Cold Symptoms:** Students with cough or cold symptoms 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 may need to see their healthcare providers for further testing and/or treatment.
- **Eye Inflammation or Discharge:** If a student's eyes are 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 24 hours after treatment has begun.
- **Fever 100.4 Degrees or Above:** Students should be fever-free and off all fever-reducing medication for at least 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/Spots:** 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 infections may return to school 24 hours after appropriate treatment. The affected area should be covered if possible.
- **Sore Throat or Tonsillitis:** 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.

### **IMMUNIZATION REQUIREMENTS**

All students entering the 7th grade are required to have the following listed immunizations prior to beginning school. Should a parent want their student exempt from this state requirement, the exemption process must be completed and proof provided to the school. The link provided below will assist parents with the new exemption process required by the state of Oklahoma. [Immunization Exemptions Information Sheet](#)

#### **Required immunizations to begin 7th grade:**

- 1 Tdap (tetanus, diphtheria, pertussis)
- 5 DTaP (diphtheria, tetanus, pertussis)
- 2 MMR (measles, mumps, rubella)
- 1 Varicella (chickenpox)

**Proof of immunizations or approved exemption must be received before a student will be given their schedule and allowed to start school.**

## **INTERNET POLICY**

### **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 birth dates, 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 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.

## **LIBRARY**

District's library shall make available materials of sound literary quality and authority. District does not promote censorship and will challenge efforts at censorship in order to maintain District's responsibility to provide information which is educational and enlightening. Teachers and librarians may select library materials which provide various points of view on controversial subjects and which are intended to meet the needs and interests of the students. Proposed library materials will be examined to determine which materials meet the grade and interest level at which they are to be used. Proposed library materials will be considered in relation to the curriculum and to the personal interests of the students. Materials which contain incidents of sex or profanity shall not automatically be excluded. The

Administration shall develop appropriate Regulations which address criteria for selection and guidelines for reconsideration of library materials.

District will only accept gifts of books or other library materials which meet the same criteria as books or library materials which could be purchased by District. Any donated books or library materials which are accepted shall become the property of District.

Notice of Appeal to Board of Education: Complaint Regarding Content of Library Materials

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=3d22e784-9fa9-4607-8cc9-da7e1e36b785&isFromMeeting=False>

Report of Reconsideration: Report of Reconsideration of Library Materials

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=6f619abd-41bf-4cc1-9b5d-93197ebdd576&isFromMeeting=False>

## **LOST AND FOUND**

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

## **MAKE-UP WORK**

At the secondary level, students are given one day plus the number of days absent to make-up work. **Requesting make-up work for absences is the responsibility of the student.** Any work missed due to an absence or participation in a school activity will be made up by the student. All make-up work turned in on time will be graded. If a student is **absent for three or more days**, assignments may be requested by the parent through the main office.

## **MONEY AT SCHOOL**

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

## **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

| Topic/Citation                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oklahoma Parent Bill of Rights<br>25 O.S. § 2002 | <p>Parent bill of rights which reserves specific rights to parents including the right to direct the education of the minor child and all rights of parents identified in Title 70 of the Oklahoma Statutes, including:</p> <ul style="list-style-type: none"> <li>○ the right to access and review all school records relating to the minor child;</li> <li>○ the right to direct the upbringing of the minor child;</li> <li>○ the right to direct the moral or religious training of the minor child</li> <li>○ the right to make the healthcare decisions of the minor child, unless otherwise prohibited by law;</li> <li>○ the right to access and review all medical records unless otherwise prohibited by law or parent is subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released;</li> <li>○ the right to consent in writing before a biometric scan of the minor child is made, shared or stored;</li> <li>○ the right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid (DNA) is created, stored or shared, except as required by Sections 1- 516 and 1-524.1 of Title 63 of the Oklahoma Statutes, or unless authorized pursuant to a court order;</li> <li>○ the right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless for a purpose related to a legitimate academic or extracurricular activity, a purpose related to regular classroom instruction, security or surveillance of buildings or grounds, and photo identification cards;</li> <li>○ the right to be notified promptly if it is suspected that a criminal offense has been committed against the minor child by someone other than a parent.</li> </ul> <p>The law also states that any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel</p> |

## PARENT VOLUNTEERS

If you would be interested in working on certain activities throughout the year, please notify the CMS Counselor @ 405-222-6530. Some of the activities include being a test monitor, chaperoning field trips, helping with fundraising activities, celebrations, book fairs, or any other special need. Please join us in making Chickasha Middle School an example of a community at work. Prior to participation in any class activity, parents, guardians, and/or volunteers are required to complete a volunteer application and are subject to a background check.

## PERSONAL ELECTRONIC DEVICES (DISTRICT POLICY ER)

Students are prohibited from using cell phones and any other personal electronic devices (PED) while on district property from the time the first bell rings to the start the instructional day in the morning until the dismissal bell rings to end the instructional day in the afternoon. Personal electronic devices include any personal device that is capable of connecting to a smart phone, the internet, a cellular or Wi-Fi network, or another similar device. This includes, but is not limited to, smart watches, ear buds, headphones, I-Pads, tablets, gaming devices, cellular phones, and smart glasses. This does not include school-issued or school-approved devices that are limited for use for classroom instruction only. The following protocols must be followed at all times during the school day (first bell to last bell).

1. Personal electronic devices must be turned off and put away from the first bell ringing to start the school day until the final dismissal bell at the end of the school day.

2. Personal electronic devices are not permitted to be used during instruction, at lunch, passing periods, on the playground, restroom breaks or any other time during the school day.

3. Site administration will determine the method for how cell phone devices should be stored during the school day (backpacks, bags, or lockers) which will be stated in the student handbook.

Chickasha Public Schools is NOT responsible for a lost or stolen cell phone. Personal electronic devices that are brought onto school district property is done at their own risk. The District assumes no liability for any lost or stolen personal electronic device.

Exceptions to this policy may be granted by site administration for unique situations such as, but not limited to:

1. Emergency use of cell phones or personal electronic devices by students during the school day.

2. Use of cell phones or personal electronic devices by students who use them to monitor health issues as documented in medical forms or needs based on a student's disability. Decisions regarding students with disabilities will be made on a case-by-case basis and any exceptions as they relate to the student's needs under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) will be listed clearly in the student's plan.

Students found to be in violation of this policy shall be subject to disciplinary action under the student discipline policy. Punishment for violations will be determined by the administration on a case-by-case basis.

## REPORTING ABUSE OR NEGLECT

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

## SAFE CALL

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

## SCHEDULE CHANGES

Elective schedule changes may be made during the first week of each Semester for the following reasons: computer error, misplacement due to lack of a recommended course or inadequate background. Core class schedules are changed only for unusual circumstances. Changing classes to be with friends will not be allowed. All class changes must be approved by an Administrator. Should you have a concern, please contact the counselor or schedule a conference.

## **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. Notice will also be sent out via the district approved platform (ex: Remind, Parent Square, etc)

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

## **SEARCH OF STUDENTS**

**Searches:** 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. Only cold weather outerwear, hand coverings, head coverings (with exception of religious headwear), and shoes 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 ANIMALS**

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.

Read board policy concerning service animals by following link below:

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=c47d0377-8e9e-4df9-8dcc-fd428448c4bd&isFromMeeting=False>

Service animal registration agreement

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=037fe2ce-912c-430b-a121-502bf268a863&isFromMeeting=False>

## SPORTSMANSHIP

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

## STUDENT ACTIVITIES

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

## STUDENT SURVEYS

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the US Dept of Education, the school district will make such materials available for inspection by parents. Parents will be given the opportunity to review first, even if the survey is anonymous.

## TARDY POLICY

Students will have 3 minutes between classes. A warning bell will sound, signaling to students they have one minute to arrive at their next class. When the tardy bell rings, all classroom doors will be closed and students will be considered tardy. After a class has been in session for more than 15 minutes, the student will be considered absent from that class. It is then the student's responsibility to ask for make-up work. Tardy count resets with the beginning of every semester. THERE ARE NO EXCUSED TARDIES

The following procedures will be followed when a student is tardy:

- 1st Tardy-warning to student
- 2nd Tardy-teacher conference with student/Parent Contact
- 3rd Tardy-teacher conference with student/warning next tardy will result in Major Referral/Parent Contact
- 4th Tardy-Major referral
- Additional tardies will result in escalated consequences

## TELEPHONE

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

## TITLE I PARENT PARTICIPATION POLICIES

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

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

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

**Transition:** Chickasha Middle School will cooperate with Chickasha's elementary feeder schools and participate in enrollment and transition of those students. The Eighth (8<sup>th</sup>) Grade will participate in transition and orientation activities to Chickasha High School.

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

## TRANSPORTATION (UPDATE WITH STATEMENT FROM DAN WHEN PROVIDED)

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

### 1. Safety First

- \*All rules will be followed to keep students and drivers safe

- \*Remain away from the street upon arrival of the bus. Students should always follow the Driver's instructions when loading and unloading the bus.

### 2. Respect the Driver and other bus riders

- \*The Driver has the same authority as a teacher

- \*Talk quietly and do not distract the Driver.

- \*Never disrespect other riders, use foul language, or throw anything on or out of the bus.

### 3. Stay seated at all times

- \*Your feet and knees should be out of the aisle and your back against the seat.

- \*All belongings should be out of the aisle.

### 4. Keep hands and feet off others and away from windows and doors.

### 5. School rules still apply.

- \*The student code of conduct still applies while on the bus.

- \*Students will be disciplined for not obeying rules.

### 6. Respect the bus

- \*Vandalism of bus seats or any area of the bus may result in restitution and loss of riding privileges.

- \*Food and drink are not allowed on the bus

- \*No vaping, smoking or tobacco on the bus.

### 7. Students cannot open or close emergency doors unless there is an emergency!

Should a student not display appropriate behavior on the bus the following could occur:

| 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                          |  |  |                |                      |                                   |
| - Causing bodily harm to a student/monitor/driver                                  |  |  |                |                      |                                   |

### Extracurricular Trips:

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

### UNAUTHORIZED LOCATION/ACCOMPLICE

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

### VISITORS

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

- Anyone who is not a regular staff member or student of the school is defined as a visitor.
- Visitors may check in using the security vestibule to notify the office of the reason for their visit.
- All visitors will remain in the security vestibule or outside the building unless they have a scheduled appointment.
- Should a visitor be allowed inside the building he/she must scan their ID to receive a temporary badge before leaving the secured vestibule and entering 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 principal so that class disruptions are minimized.
- Teachers are not expected to take class time to discuss individual matters with visitors.

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

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

## **VOLUNTEERS**

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

## **DISCIPLINE POLICY**

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

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

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

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

## **DISCIPLINARY ACTIONS**

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

Conference with student

- Conference with parent
- In-School Suspension
- Lunch Detention
- Referral to counselor
- Behavioral contract
- Changing student's seat or class assignment
- Temporary removal from class and/or sent home for the day

- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by their behavior
- Restriction of privileges
- Referral to the police and/or other law enforcement officials
- Referral for counseling to community agencies
- Suspension
- Other appropriate disciplinary action as required and indicated by the circumstances

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

## EXPLANATION OF MIDDLE SCHOOL DISCIPLINARY CONSEQUENCES

### Behavioral Contract

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

### Detention

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

- (A) **Teacher Assigned Lunch Detention** - Lunch Detention will be held in the assigning teacher's classroom. Students may bring lunch or purchase lunch from the cafeteria. Students must bring books and work.
- (B) **Regular Lunch Detention** - This detention is assigned by an administrator and will be used for tardies.

### In-School Restriction (ISS) (possibly change title In School Intervention-Pam checking w/legal)

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the education setting. ISS is in lieu of the regular day. For a student to be placed in ISS, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISS Program and its policies/procedures. Failure to follow the policies of ISS will result in immediate out-of-school suspension. Any student placed in ISS will not be allowed to participate in any school activities until their time is completed. Students may only participate in practice times that are outside of the normal school hours.

### Suspension

(Removal of a student from school and all school functions for a specific period of time). The principal or his/her designee may suspend a student(s) for varying lengths of time depending on the infraction(s). A student can be suspended from one day to a maximum of two semesters. Parents or legal guardians of the student(s) will be notified by mail and verbally, when possible, of the suspension.

## CLASS ASSIGNMENTS DURING SUSPENSION

Arrangements for completing assignments during suspension will be agreed upon by an administrator and parent. Students could complete assignments online via Google Classroom or paper-pencil. It is the student's responsibility to complete the assignments during the suspension period. The assignments are due on the day the student returns to school at the end of the suspension period. Zeros will be recorded for all assignments that are not turned in upon the student's return from suspension. The student will be allowed to complete any tests that were administered during the suspension period. These guidelines apply only to those students who have been suspended more than 3 school days. Students who are on suspension will not be allowed to attend any school district functions or be on any school campus during the suspension period.

## APPEALS PROCESS

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

### Suspensions of 10 days or less

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

- A. An appeal to the Principal must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal's or designee's suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
- B. The suspension decision will become final and unappealable if a request for appeal is not timely submitted.
- C. Upon receipt of the request for an appeal, the Principal shall confirm the suspension falls within the category of suspensions to which an appeal to the Site Committee is authorized. If the Principal or designee determines the period of suspension is greater than ten (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.
- D. The Principal or designee shall appoint a Site Committee to hear the appeal. The Site Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to the school site and an administrator or counselor not involved with the suspension of the student. The Site Committee shall designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Site Committee.
- E. The short-term appeal must be submitted in writing that includes all reasons, rationale, and facts that are deemed appropriate as to the nature of the appeal.
- F. The Site Committee will conduct a full review of the issues appealed. The appeal review will include policies or regulations related to the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues in writing.
- G. Evidence by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the Principal or designee will inform the Site Committee of the information received from students and explain why the Principal or designee believes that information received is valid and supports the suspension decision
- H. The Site Committee meeting is closed to the public.
- I. Legal counsel is permitted to provide information and documentation for the appeals process that can be reviewed by the Site Committee.
- J. At the conclusion of the review of the evidence, the Site Committee shall render a decision by a majority vote and such decision is final and not appealable. The Site Committee's decision shall be to uphold, modify, or revoke the suspension decision of the Principal or designee as to the guilt or innocence of the student and/or the reasonableness and length of the out-of-school suspension, depending on the issues appealed. The Site Committee's decision shall be in writing

and mailed, e-mailed or delivered to the parent, the Principal and the Superintendent. The decision of the Site Committee is final and non-appealable.

### **Suspensions of more than 10 days**

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:

(a) 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:

1. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
2. The reasonableness and length of the suspension.

(b) The suspension decision will become final and non-appealable if a request for appeal is not timely submitted.

(c) 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.

(d) 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.

(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.

(h) 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.

(i) 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.

(j) 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.

(k) 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.

(l) The hearing chair shall mail, e-mail, or deliver a copy of 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.

(m) 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:

1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or

2) The reasonableness and length of the suspension.

(n) If no appeal is received within the five (5) school days, the decision of the District Review Committee will be final and unappealable.

(o) 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.

(p) Each Board member shall review the information individually.

(q) 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.

(r) 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.

(s) The Board shall render a decision by voting to uphold, modify, or revoke the decision of the District Review Committee.

(t) 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.

See links to forms and board regulations below:

EK-F1 Suspension Statement

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=33d40e46-a13a-419e-b7c4-63fcc2644ffd&isFromMeeting=False>

EK-F2 Notice of Short Term Suspension

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=8e7ba53e-63d2-4d0d-8ea1-f196fbee4fc8&isFromMeeting=False>

EK-F3 Long Term Suspension

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=4b423b9e-854a-4d3b-89f3-0747f64ea089&isFromMeeting=False>

EK-F4 Hearing Request Waiver

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=9392265e-bb7c-46d2-80f7-160ed63444d7&isFromMeeting=False>

EK-R1 Student Due Process

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=2b34ce6a-5313-4068-861a-31a5bf7db020&isFromMeeting=False>

EK-R1-F1 Due Process Hearing Decision

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=00544108-5c10-4620-b4d6-d7dd2c4f2b9e&isFromMeeting=False>

EK-R2 Right to Appeal

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=220eac97-21d2-46a4-b62d-d75b284ca035&isFromMeeting=False>

EK-R2-F1 Notice of Appeal to Board Of Education

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=1cc0b00b-335c-4b6e-9bc3-f64c6a94400e&isFromMeeting=False>

## **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)

## Minor/Major Behavior Definitions

| <b>Chickasha Middle School</b><br><b>Defining Problematic Behaviors for SWIS</b><br><b>Minor Behaviors</b> |                                                                                                                                   |                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minor Problem Behavior</b>                                                                              | <b>Definition</b>                                                                                                                 | <b>Example/Board Policy</b>                                                                                                                                                                                                                                                             |
| Defiance<br>(M-Defiance)                                                                                   | Student engages in <u>brief</u> or <u>low-intensity</u> failure to follow directions.                                             | Head down, ignoring teacher, refusing to complete task                                                                                                                                                                                                                                  |
| Disrespect<br>(M-Disrespect)                                                                               | Student delivers <u>low-intensity</u> , socially rude or dismissive messages to adults or students.                               | Eye rolling, talking back, non-threatening comments                                                                                                                                                                                                                                     |
| Disruption<br>(M-Disruption)                                                                               | Student engages in <u>low-intensity</u> , but inappropriate disruption.                                                           | Side conversation, note passing, finger tapping, blurt outs/outbursts, not on task                                                                                                                                                                                                      |
| Dress Code Violation<br>(Dress)                                                                            | Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.                       | Student will remain in ISS until appropriate clothing is brought to school by parent/guardian                                                                                                                                                                                           |
| Inappropriate Language<br>(M-Inapp Lan)                                                                    | Student engages in low-intensity instances of inappropriate language. Use of obscenities (written/verbal) on notes, letters, etc. | Non-threatening manner of inappropriate language, cutting up with friends and uses inappropriate language, obviously accidental                                                                                                                                                         |
| Misconduct<br>(M-Mscdt)                                                                                    | Student engages in any other minor problem behaviors that do not fall within the above categories.                                | Lying, PDA, plagiarism, cheating, forgery, destroying ID (self/others), etc.                                                                                                                                                                                                            |
| PED Violation                                                                                              | Students 1st offense in possession of personal electronic device                                                                  | <b>CPS Board Policy ER</b><br><br><a href="https://meeting.assemblemeeting.com/Public/Book/1910?docTypeId=220743&amp;file=9a31af5c-2b70-4529-9e29-9e87fba28593">https://meeting.assemblemeeting.com/Public/Book/1910?docTypeId=220743&amp;file=9a31af5c-2b70-4529-9e29-9e87fba28593</a> |
| Physical Contact/<br>Physical Aggression<br>(M-Contact)                                                    | Student engages in non-serious, but inappropriate physical contact.                                                               | Continual horseplay with peer, continual touching of peer when asked to stop (neck slapping,                                                                                                                                                                                            |

|                                     |                                                                                                       |                                                                              |
|-------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|                                     |                                                                                                       | kicking to trip/make each other fall)                                        |
| Tardy<br>(M-Tardy)                  | Student arrives at class after the tardy bell (or signal that class has started).                     | Student arrives after the tardy bell rings. Tracked by teacher documentation |
| Technology<br>Violation<br>(M-Tech) | Student engages in non-serious, but inappropriate (as defined by school) use of school issued device. | student sends message to peer using obscene language                         |

| <b>Chickasha Middle School</b><br><b>Defining Problematic Behaviors for SWIS</b><br><b>Major Behaviors</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Major Problem Behavior</b>                                                                              | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Example/Board Policy</b>                                                                                                                                                                                                                                                                                                          |
| Obscene Language and/or Profanity towards Peers (OBSLANG)                                                  | Student delivers verbal/written messages that include swearing, name calling, or use of obscene gestures                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Using inappropriate language in threatening manner or obscene gestures toward peers                                                                                                                                                                                                                                                  |
| Verbal Abuse towards Staff Member (OBSLANG)                                                                | Use of obscenities/vulgarity or abusive language directed towards staff members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Using inappropriate language in threatening manner or obscene gestures toward staff member                                                                                                                                                                                                                                           |
| Arson (ARSN)                                                                                               | Student plans and/or participates in malicious burning of property. (intentional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Setting trash can on fire, burning paper                                                                                                                                                                                                                                                                                             |
| Harassment Bullying Intimidation Against Peer or Staff (HRSBUL)                                            | Harassment, hazing, intimidation and/or bullying actions that are verbal, written, or gestured toward another student or school personnel or others on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, on Social Media, or at school sanctioned events. Continual delivery of disrespectful messages <u>in any format</u> : gender, ethnicity, race, religion, disability, physical characteristics, or other protected class. <i>These subtypes are based on documentation from the U.S. Office of Civil Rights.</i> | <b>CPS Board Policy EI-R1</b><br><br><a href="https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=64dd84b0-50eb-4996-a1a1-591aef2c5886&amp;isFromMeeting=False">https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=64dd84b0-50eb-4996-a1a1-591aef2c5886&amp;isFromMeeting=False</a> |
| Hazing                                                                                                     | Hazing is an activity that recklessly or intentionally endangers the mental health or physical health or safety of                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>CPS Board Policy EI</b>                                                                                                                                                                                                                                                                                                           |

|                                                  |                                                                                                                                                                                          |                                                                                                                                                                                                                                                       |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | a student for the purpose of initiation of admission into or affiliation with any organization sanctioned or authorized by the Board of Education. Hazing is prohibited by Oklahoma law. | <a href="https://meeting.assemblemeetings.com/Public/Book/1910?docTypeId=220743&amp;file=f845c2aa-0994-4f31-baf6-3149f9fdb30">https://meeting.assemblemeetings.com/Public/Book/1910?docTypeId=220743&amp;file=f845c2aa-0994-4f31-baf6-3149f9fdb30</a> |
| Insubordination (INSBDN)                         | Continued defiance of authority and/or refusal to comply with reasonable requests.                                                                                                       | Student's continued non-compliance is escalating, negatively impacting peers and overall flow of the classroom; student outwardly refuses to comply with Administration                                                                               |
| Disorderly Conduct (DISCON)                      | Other behaviors not otherwise listed in this section, possibly continuous in nature or escalating from classroom environment                                                             | Continual disrespect, disruption, lying, inappropriate use of OTC medication, extortion, gambling                                                                                                                                                     |
| Disorderly Conduct on School Bus (DISCON)        | Failure of students to obey bus rules and drivers/monitors requests.                                                                                                                     | Student is given multiple directives from the bus driver and/or monitor and continues to be defiant.                                                                                                                                                  |
| Felonious Act (SCTHRTOTH)<br>Other school threat | Any student involved in a felonious act, other than drug abuse, while under school supervision or on school property.                                                                    | Tampering with the fire alarm system, "Bearcade" or any safety equipment (including AED), making a bomb threat, threatening to shoot up the school, etc.                                                                                              |
| Fighting (FTNG)                                  | Student is involved in mutual participation in an incident involving physical violence, for the purpose of inflicting physical harm on another purpose                                   |                                                                                                                                                                                                                                                       |
| Fighting Spectators/Instigators                  | Any student who is videoing, instigating, or not getting help                                                                                                                            | videoing fight on cell phone, playing into the fight by yelling/instigating, blocking the way of those trying to assist in breaking up the fight, etc.                                                                                                |
| Flagrant Misconduct (FLGMIS)                     | Student is involved in multiple offenses occurring; could include instigating or promoting misconduct among others.                                                                      | Continuous exhibiting of behavior, could cause constant disruption                                                                                                                                                                                    |

|                                                    |                                                                                                                                                                                                                                    |                                                                                                                                                    |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Theft<br>(THFT)                                    | Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.                                                                                                        | Bag, cellphone, athletic shoes, air pods, ID badge.                                                                                                |
| Gang Affiliation Display<br>(GNGDSPLY)             | Student uses gesture, dress, and/or speech to display affiliation with a gang. Can include writing of symbols, signs, verbal use of slang/gang terms, clothing, apparel with colors, and/or graffiti                               | Logos on clothing encourage gang affiliation                                                                                                       |
| Sexual Harassment<br>(HRSSX)                       | Bullying/Harassment which includes unwelcome advances, touching, pinching, patting, or brushing against, comments regarding physical or personality.                                                                               | Characteristics of a sexual nature, and/or sexually oriented "kidding" or "teasing" remarks, double meanings, and jokes towards peers and/or staff |
| Battery/Assault/Aggression Towards Staff<br>(BTRY) | Student engages in actions involving serious physical aggression or contact towards any staff member. (teachers, coaches, staff, or administrators)                                                                                | Willful and malicious attack of staff member for the purpose of inflicting physical harm                                                           |
| Battery Towards Peers<br>(BTRY)                    | Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) towards another peer.                              | Willful and malicious attack of another student for the purpose of inflicting physical harm                                                        |
| Vandalism/Property Damage<br>(VND)                 | Defacing or destroying property belonging to the school, school personnel, or other persons.                                                                                                                                       | Could result in contact of CPS Resource officer and charges filed for restitution                                                                  |
| Tardy<br>(ATDTRD)                                  | Student is <b>habitually</b> late (as defined by the school) to class or the start of the school day                                                                                                                               | Student flagrantly violates tardy policy                                                                                                           |
| Technology Violation<br>(TCHVIO)                   | Student engages in inappropriate (as defined by school) use school issued device                                                                                                                                                   | Student uses school issued device to send inappropriate email to peer with threatening language, actions, etc.                                     |
| Truancy<br>(ADTTRNY)                               | Absence that was not approved by a parent, legal guardian, or by a school official. Student being anywhere in the building other than assigned location. (Compulsory Education Law of the State of Oklahoma, Sec. 196 of Title 10) | Purposefully skipping class (remaining on campus or leaving campus), if off campus could result in call to CPS Resource Officer                    |
| Alcohol Use/Possession/                            | Student is under the influence, in possession of, or distributing alcohol.                                                                                                                                                         | <b>See page 14</b>                                                                                                                                 |

|                                                                |                                                                                                                                                                                                                                                                          |                                                                                                                |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Distribution (ALC)                                             |                                                                                                                                                                                                                                                                          |                                                                                                                |
| Combustables Use/Possession (SCTHRTOTH)<br>Other school threat | Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (firecrackers, gasoline, lighter fluid, explosive devices).                                                                                             | Use, possession or distribution of fireworks or other explosive devices.                                       |
| Drug Use (DRGUSE)                                              | Student is suspected to be under the influence of drugs because of questionable actions, appearance, odor, or residue on the breath or clothing. Sobriety test can also be given by CPS Resource Officer to determine whether or not the student is under the influence. | <b>See page 13</b>                                                                                             |
| Drug Possession (DRGPOS)                                       | Student has possession of prescription medication, or illegal drugs.                                                                                                                                                                                                     | Including vapes/pens containing THC liquid; drug residue, etc.                                                 |
| Drug Distribution (DRGDIST)                                    | Student is distributing illegal or prescription medication to peers.                                                                                                                                                                                                     | Giving peer some of their own prescription medication (or someone else's), giving illegal drugs to peers, etc. |
| Possession of Drug Paraphernalia (DRGPOSPAR)                   | Student is in possession of drug paraphernalia.                                                                                                                                                                                                                          | Swishers, rolling papers, etc.                                                                                 |
| Tobacco Use/Possession/ Distribution (TBC)                     | Student is using, distributing, or has tobacco in their possession.                                                                                                                                                                                                      | smoking, dipping, chewing, vapes, etc.                                                                         |
| Sexual Misconduct (M-Mscdt)                                    | Misconduct of a sexual nature which exists on a spectrum that may include broad range of sexual behaviors considered inappropriate for the school environment                                                                                                            | inappropriate mutual contact of a sexual nature, groping, sexual encounters, sexually written material, etc.   |
| Weapons Possession (WPNPOS)                                    | Student is in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm.                                                                                                                                               | Weapons are divided into Class I, II, or III. Immediate call to CPS Resource Officer                           |

|                                    |                                                                                                     |                                                                                                                                                                                                                                                                                           |
|------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Threats towards students and staff | Written or verbal threats to harm students or staff.                                                | student telling someone (verbally or in writing) they want to/wish they could inflict bodily harm on another person                                                                                                                                                                       |
| PED Violation                      | Students second offense or greater of refusing to comply with CPS Personal Electronic Device Policy | <b>CPS Board Policy ER</b><br><br><a href="https://meeting.assemblymeetings.com/Public/Book/1910?docTypeId=220743&amp;file=9a31af5c-2b70-4529-9e29-9e87fba28593">https://meeting.assemblymeetings.com/Public/Book/1910?docTypeId=220743&amp;file=9a31af5c-2b70-4529-9e29-9e87fba28593</a> |

## SPECIFIC INFRACTIONS AND CONSEQUENCES

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When, in the judgment of the teacher or administrator, the behavior of a student is unacceptable in the following areas, corrective action will be taken. These examples are not intended to be exhaustive, and the omission of examples of unacceptable behavior is not an endorsement of such behavior.

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

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

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

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

**Under the Influence:** If a student is suspected of being under the influence of Drug/Alcohol because of odor or residue on the breath or clothing, they will be disciplined according to the following. The principal will inform the parent(s) both verbally, when possible, and by letter, that the student has been suspended for alcohol and/or drug use. The notification will include the length of the suspension and will ask both parent(s) and student to meet with the principal or his/her designee. A student who is a 2<sup>nd</sup> time offender will receive a longer suspension.

**For suspensions greater than 20 days** - Parents can request information on CMS' Substance Awareness Forgiveness Program as an option for earlier return to school.

|                   |                                                                                          |
|-------------------|------------------------------------------------------------------------------------------|
| 1st offense       | will receive 10 days suspension + 5 days ISR parent and authorities notified;            |
| 2nd offense       | will receive 20 days suspension followed by 10 days ISS parent and authorities notified; |
| Any other offense | will receive 90 days or semester, parent and authorities notified                        |

### DISTRIBUTION OF ALCOHOL AND DRUGS:

|             |                                                                                                                                                 |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1st offense | Parents and authorities notified and/or student arrested. Student could be suspended the remainder of the semester plus the following semester. |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

#### **ARSON:**

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

**BATTERY/ASSAULT/AGGRESSION TOWARDS STAFF (TEACHER, COACHES, STAFF MEMBERS OR ADMINISTRATORS):**

|             |                                                                                                                                                 |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1st offense | Student could be suspended the remainder of the semester plus the following semester, authorities may be notified and parents will be notified. |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

**BATTERY/ASSAULT TOWARDS PEERS:**

|             |                                                                    |
|-------------|--------------------------------------------------------------------|
| 1st offense | could receive 10 day suspension, authorities and parents contacted |
| 2nd offense | could receive 20 day suspension, authorities and parents contacted |
| 3rd offense | could receive 9 week suspension, authorities and parents contacted |

**BOMB THREATS:**

*See Felonious Acts.*

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

**DISORDERLY CONDUCT:**

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

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

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

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

|             |                                                                                   |
|-------------|-----------------------------------------------------------------------------------|
| 1st offense | could receive 5 day suspension plus 5 days ISS, authorities and parents contacted |
|-------------|-----------------------------------------------------------------------------------|

|                   |                                                                                          |
|-------------------|------------------------------------------------------------------------------------------|
| 2nd offense       | could receive 10 day suspension plus 10 days ISS, authorities and parents contacted      |
| 3rd offense       | could receive Long Term suspension, authorities and parents contacted                    |
| Any other offense | could receive Length of suspension to be determined by the principal or his/her designee |

### FIGHTING SPECTATORS/INSTIGATORS

|             |                                                                   |
|-------------|-------------------------------------------------------------------|
| 1st offense | Could receive 2 days suspension or 4 days ISS; parents contacted  |
| 2nd offense | Could receive 4 days suspension or 8 days ISS; parents contacted  |
| 3rd offense | Consequence to be determined by the principal or his/her designee |

### FLAGRANT MISCONDUCT:

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

### GANG AFFILIATION/DISPLAY:

|             |                                                                        |
|-------------|------------------------------------------------------------------------|
| 1st offense | could receive 5 day suspension, authorities and parents contacted      |
| 2nd offense | could receive 10 day suspension, authorities and parents contacted     |
| 3rd offense | could receive Long term suspension, authorities and parents contacted. |

**HARASSMENT/INTIMIDATION/BULLYING/HAZING:** Threatening behavior is defined as an activity, which portrays that another person, persons, or property may or will be harmed. As used in the School Bullying Prevention Act, Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person; damage another person's property; place another person in reasonable fear of harm or damage to his/her property; insult or demean any person or group in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include but are not limited to, gestures, verbal, written, or physical assaults. Such behavior is prohibited by board policy.

There are four (4) types of bullies characterized. They are:

1. Physical bullies who often hit, kick or shove others;
2. Verbal bullies who use words to harm others through name-calling, insulting, making racist comments or harsh teasing;
3. Relational bullies often focus on excluding one person from their peer group and usually do so through verbal threats and spreading rumors; and
4. Reactive bullies who are individuals who are often both bully and victim. Typically victims first respond to victimization with bullying behavior.

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

See board regulation E1-R1 below for more detailed information:

<https://meeting.assemblemeetings.com/Documents/FileViewerOrPublic/1910?file=64dd84b0-50eb-4996-a1a1-591aef2c5886&isFromMeeting=False>

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

|             |                                                                                                                        |
|-------------|------------------------------------------------------------------------------------------------------------------------|
| 1st offense | No Contact Contract put in place. The student may be subject to immediate removal from school for a minimum of 3 days. |
| 2nd offense | could receive 5 days suspension                                                                                        |
| 3rd offense | could receive 10 days suspension                                                                                       |
| 4th offense | could receive Rest of the semester or greater than 10 days suspension                                                  |

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

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

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

**HAZING:**

Hazing is an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation of admission into or affiliation with any organization sanctioned or authorized by the Board of Education. Hazing is prohibited by Oklahoma law.

## Hazing, Prohibited

1. "Hazing" means any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical elements, forced consumption of food, alcohol, drugs, or other substances, and activities prolonged isolation, and conduct which could cause extreme embarrassment, humiliation, or loss of dignity.
2. No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School District property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.
3. Students violating the prohibition in this policy shall be subject to necessary disciplinary actions determined to be appropriate by school authorities which, in addition to non-participation in extra-curricular activities for a determined period of time, may also include suspension and/or referral to local law enforcement authorities for possible prosecution. Employees/Sponsors violating or allowing violation by students sponsored of the prohibitions of this policy may also be subject to termination of employment.
4. Student Organizations which violate the prohibition in this policy shall forfeit all rights, privileges, and recognition from the School District for up to a time period determined appropriate by school authorities, and may also be referred to local law enforcement authorities for prosecution.
5. This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored Student Organizations.

## INSUBORDINATION:

|                   |                                                                                          |
|-------------------|------------------------------------------------------------------------------------------|
| 1st offense       | could receive 3 days ISS with parent contact                                             |
| 2nd offense       | could receive 5 days ISS with parent contact                                             |
| 3rd offense       | could receive 3 day suspension with parent contact                                       |
| 4th offense       | could receive 5 day suspension with parent contact                                       |
| Any other offense | could receive Length of suspension to be determined by the principal or his/her designee |

## MISCONDUCT: (Minor offenses habitual repetition of same/different behaviors)

|                   |                                                                            |
|-------------------|----------------------------------------------------------------------------|
| 1st offense       | could receive 1-3 days ISS with parent contact                             |
| 2nd offense       | could receive 3-5 days ISS with parent contact                             |
| 3rd offense       | could receive 5-7 days ISS with parent contact                             |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

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

|                   |                                                                                                      |
|-------------------|------------------------------------------------------------------------------------------------------|
| 1st offense       | could receive a warning and assigned front seat for 10 days along with parent notification           |
| 2nd offense       | could receive 5 day loss of bus privilege along with parent notification                             |
| 3rd offense       | could receive 10 day loss of bus privilege along with parent notification                            |
| 4th offense       | could receive Loss of bus privilege for the remainder of the semester along with parent notification |
| Any other offense | Length of suspension to be determined by the principal or his/her designee                           |

**Note:** If, in the opinion of the building principal, a violation of the bus rider rules is of sufficient magnitude, any of the above steps can be skipped, resulting in the immediate loss of bus riding privileges for the involved student(s). This does not preclude the student's right to a hearing. It does, however, allow for the immediate removal of the child until such a reasonable time a hearing can be set (not to exceed three [3] school days).

\*Grade level, maturity, student's attitude, and other contributing factors will be used to determine the amount of time a student will lose bus riding privileges.

**OBSCENE LANGUAGE/PROFANITY TOWARDS PEERS:**

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

**PERSONAL ELECTRONIC DEVICE-FAILURE TO COMPLY:**

|             |                                                                                                                                                                                                                                       |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1st offense | The student brings the device to the office for secure storage until the end of the day. The student must retrieve the device during the times of 3:35-4:00pm.                                                                        |
| 2nd offense | The student brings the device to the office for secure storage until the end of the day. The student must retrieve the device during the times of 3:35-4:00pm. In addition, the student receives 1 day ISS, and parents are notified. |

|                   |                                                                                                                                                                                                                                                                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3rd offense       | The student brings the device to the office for secure storage until the end of the day. Parents must retrieve the device during the times of 3:35-4:00pm. In addition, the student will receive 1 day out of school suspension (OSS).                                                                                           |
| 4th offense       | Immediate office referral; The student brings the device to the office for secure storage until the end of the day. Parents must retrieve the device during the times of 3:35-4:00pm. In addition, the student receives 2 days out of school suspension (OSS); and daily device check-in required for the remainder of the year. |
| Any other offense | More than four violations (E.G. use of an alternate or burner phone) may result in a multi-day OSS, based on the severity of the offense.                                                                                                                                                                                        |

SEXUAL HARASSMENT: See HARASSMENT/INTIMIDATION/BULLYING/HAZING page 40

SEXUAL MISCONDUCT:

|                   |                                                                            |
|-------------------|----------------------------------------------------------------------------|
| 1st offense       | could receive 10 days suspension with parent notification                  |
| 2nd offense       | could receive 9 weeks suspension with parent notification                  |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

TARDIES:

|                   |                                                    |
|-------------------|----------------------------------------------------|
| 1st offense       | could be 1 day Lunch Detention, parents contacted  |
| 2nd offense       | could be 3 days lunch detention, parents contacted |
| 3rd offense       | could be 5 days lunch detention, parents contacted |
| 4th offense       | could be 1-3 days ISS, parents contacted           |
| any other offense | could result in escalated consequences             |

THEFT:

|             |                                                                            |
|-------------|----------------------------------------------------------------------------|
| 1st offense | could receive 3 days ISS, authorities and parents contacted                |
| 2nd offense | could receive 5 days ISS, authorities and parents contacted                |
| 3rd offense | could receive 5 day suspension, authorities and parents contacted          |
| Any other   | Length of suspension to be determined by the principal or his/her designee |

|         |  |
|---------|--|
| offense |  |
|---------|--|

### **THREATS TO HARM STUDENTS AND/OR STAFF:**

|             |                                                                                                                         |
|-------------|-------------------------------------------------------------------------------------------------------------------------|
| 1st offense | Parents and authorities notified; student could be suspended the remainder of the semester plus the following semester. |
| 2nd offense | Student could be suspended the equivalent of one calendar school year.                                                  |

### **TOBACCO: USE, POSSESSION, OR DISTRIBUTION OF TOBACCO PRODUCTS:**

|             |                                                  |
|-------------|--------------------------------------------------|
| 1st offense | could receive 3 days ISS, parents notified       |
| 2nd offense | could receive 5 days ISS, parents notified       |
| 3rd offense | could receive 3 day suspension, parents notified |
| 4th offense | could receive 5 day suspension, parents notified |

### **TRUANCY:**

|                   |                                                                            |
|-------------------|----------------------------------------------------------------------------|
| 1st offense       | could receive 1 day ISS, parents notified                                  |
| 2nd offense       | could receive 3 days ISS, parents notified                                 |
| 3rd offense       | could receive 5 day ISS parents notified                                   |
| Any other offense | Length of suspension to be determined by the principal or his/her designee |

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

|                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Any act of vandalism will be reported to the Superintendent of Schools, the police, the District Attorney, and the parent(s) of the student.             |
| 2. Student may be arrested, Chickasha Public Schools will request the District Attorney's Office to file appropriate charges based upon a signed complaint. |
| 3. The student could be suspended for a minimum of five (5) days and may be suspended a maximum of the current semester plus the next semester.             |
| 4. The student shall not be allowed to return to school in any event until arrangements                                                                     |

for restitution have been made with a school official.

**VERBAL ABUSE TOWARDS STAFF MEMBER:**

|                   |                                    |
|-------------------|------------------------------------|
| 1st offense       | could receive 5 day suspension     |
| 2nd offense       | could receive 7 day suspension     |
| 3rd offense       | could receive 10 day suspension    |
| Any other offense | could receive Long-term suspension |

**WEAPONS IN SCHOOL:** The Board of Education has determined that possession or use of any type of weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. The Board of Education has further determined that the propensity within our society to possess weapons is becoming an increasing hazard to the safety and welfare of schools and communities in general.

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

The possession of any weapon by any employee of or visitor to the Chickasha Public Schools by any of the above, which is in attendance at any school function authorized by the district, is expressly prohibited.

Exempt under this policy are instruments and devices that may be considered a weapon under this policy, but are specifically authorized by district personnel for use in approved curricula or extra curricular activity and being used in an appropriate manner.

|                                                                                                                                                                               |                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Possession of a firearm, dangerous or offensive weapons or facsimile of a dangerous weapon on school grounds or at any school-sponsored activity.                             | Suspended for a period of not less than one (1) school year, which suspension may be modified by the superintendent or his/her designee to not less than one (1) semester on a case-by-case basis.                                                 |
| Possession of fireworks, dagger, any type of knife, metal knuckles or any chemical or biological device that may cause harm such as but not limited to, mace or pepper spray. | Suspended for a period of ten (10) days out-of-school for a first offense. Suspension may be longer if deemed appropriate by school administration. A longer suspension may be imposed for a second offense occurring during the same school year. |

**DEFINITIONS**

**Bomb threat:** A form of terrorism; a threat to detonate an explosive device.

**Firearm Incident/Possession:** There are four types of firearm incidents: handgun incident, rifle/shotgun

incident, other firearm incident and multiple firearms incident. Handgun and rifle/shotgun incidents are self-explanatory.

Other Firearm Incidents include firearms that are not handguns, rifles or shotguns (examples: a starter gun, the frame or receiver of any such weapon, a firearm muffler, a firearm silencer, a bomb, a grenade, a rocket having a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine).

Multiple Firearm Incidents include a combination of the three previous types of firearm incidents. DO NOT include toy guns, cap guns, BB Guns and/or pellet guns. *The State of Oklahoma requires that for ALL firearm incidents a separate form be filed with the State Department of Education. This form and its instructions can be found on the Safe and Healthy School page at [www.ok.gov/sde](http://www.ok.gov/sde).*

Other weapons possession: Any instrument or object deliberately used to inflict harm on another person or used to intimidate any person. Included in this category are knives of any kind, chains (any not used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length, metal or otherwise, not being used for the purpose for which it was intended), razor blades, or similar kinds of instruments, ice picks, dirks, or other pointed instruments (including pencils and pens), nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, or electrical weapons or devices (stun guns.) Includes toy guns, cap guns, BB guns and pellet guns in this category.

**\* Repeated violations of the discipline policy may result in long-term suspension.**

## APPENDIX

### DISTRICT REGULATION E1-R1

#### BULLYING

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

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

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

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

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

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

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is

repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

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

activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment.

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

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

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

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

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

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

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

### Investigative Procedures:

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

1. The matter should immediately be reported to the principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the principal. Detailed information should be provided to the principal in written form to allow for a thorough investigation.
2. Upon receipt of a written report, the principal shall contact the superintendent and or his/her designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed, the principal and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the District's Student Code of Conduct has been violated, the principal shall follow District policies regarding the discipline of the student. The principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
5. Upon completion of the investigation, the principal or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim, if under 18 years old, of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator or the parent, if the perpetrator is under 18 years old, of the documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

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

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

Adopted: September 14, 2020  
Revised: August 14, 2023