

# LINCOLN ELEMENTARY



## STUDENT HANDBOOK 2021-2022

103 Dakota Avenue  
Chickasha, OK 73018

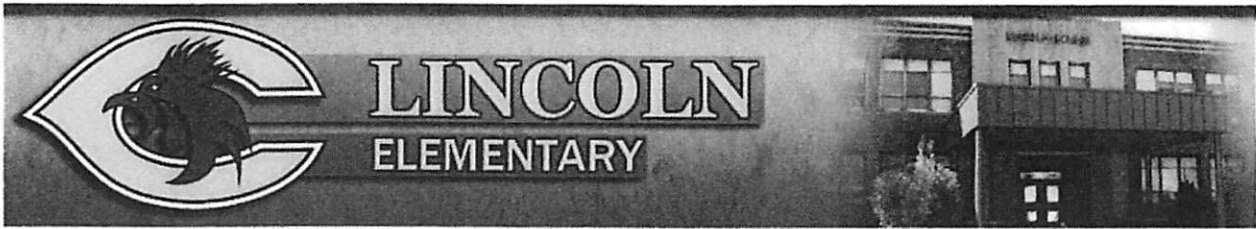
Website: [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us)

Phone: 405.222.6520 Fax: 405.222.6580

Dr. R. P. Ashanti-Alexander, Principal  
[rashanti-alexander@chickasha.k12.ok.us](mailto:rashanti-alexander@chickasha.k12.ok.us)

Mrs. Angie Morgan, Assistant Principal  
[amorgan@chickasha.k12.ok.us](mailto:amorgan@chickasha.k12.ok.us)

**"Excellence for All- Above All Else"**



## **CHICKASHA PUBLIC SCHOOLS DISTRICT LEADERSHIP**

### **BOARD OF EDUCATION**

Robyn Morse

Zack McGill

Laurie Allen

Cara Gerdes

Dr. Christy Clift

### **POSITION**

President, Seat 4

1<sup>st</sup> Vice President, Seat 3

2<sup>nd</sup> Vice President, Seat 2

Member, Seat 1

Member, Seat 5

### **ADMINISTRATION**

Rick Croslin

Jennifer Stegman

Pam Ladyman

Dan Turner

Milton Bowens

Dr. Demeka Norwood

Jerry Don Bray

### **POSITION**

Superintendent of Schools

Assistant Superintendent/Chief Financial Officers

Executive Director of Personnel and Student Services

Executive Director of Operations

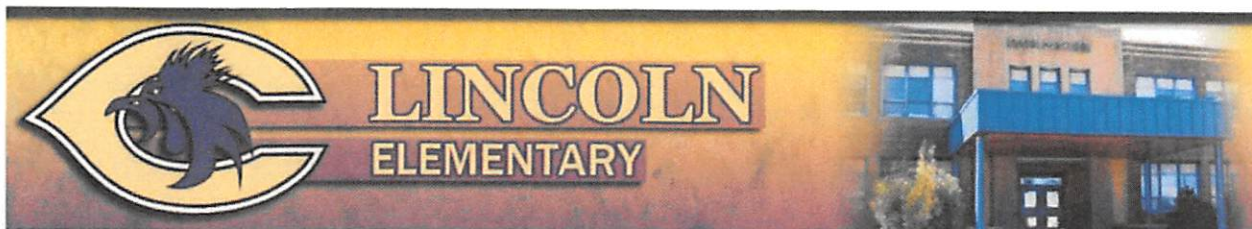
Curriculum Coordinator

Federal Program Coordinator

District Activities Director

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.

Office Hours: Monday-Friday 900 W. Choctaw Phone: 405.222.6500  
8:00A.M.- 4:30 P.M. Chickasha, OK 73018 Fax: 405.222.6590  
District Website: [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us)



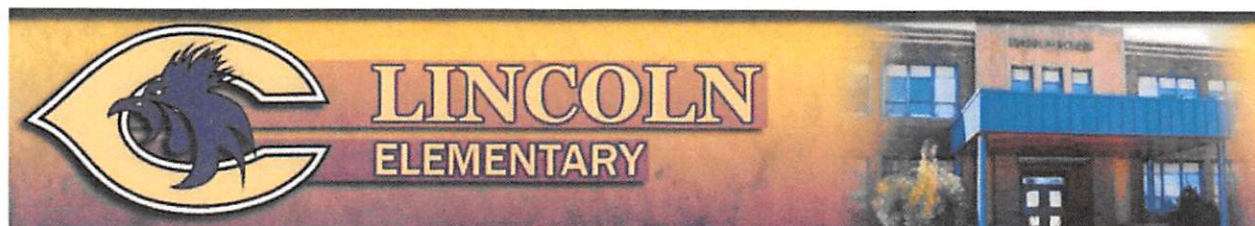
#### CHICKASHA PUBLIC SCHOOLS' MISSION STATEMENT

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.





**"The Home of the Lions"  
A Letter from the Principal**

**Dear Parents and Students,**

As the Principal of Lincoln Elementary School, I am proud and honored to be the principal of one of the greatest schools in America. My pride stems from the fact that my ability to earn a B. A. Degree, two Master's Degrees, and an Educational Doctorate Degree was implanted in me at Lincoln Elementary School. It was at Lincoln School in the midst of racial and socio-economic bigotry that my teachers taught me that the world is a beautiful place and if I prepared myself, doors would open and I could transcend any and all the ugliness that I might be confronted with. I found that education was the key that opened so many doors for me. It was the impact of the teachers at Lincoln School and Chickasha Public Schools that influenced my decision to become a teacher. The influences and guidance that I received from my teachers at Lincoln School and Chickasha High School so many years ago, inspired me to become a teacher. I bring that same passion for your children in my role as the principal of Lincoln School.

Along with our Assistant Principal, Mrs. Angie Morgan and our teachers, we at Lincoln School will strive each day to create for all students an educational experience that prepares them for the 21<sup>st</sup> Century-now. The Lincoln faculty and staff will engage each day in preparing our children in gaining the tools that will enable them to be successful in the world of tomorrow.

Please take the time to read through the student handbook with your children so they will be aware of our expectations for them. This handbook provides **guidelines** for the safety and well being for all of our children. Lincoln is the final transition from elementary school to middle school. This handbook reflects the combination and transition between the age groups and buildings. Working together, we will be able to reach collective and individual goals as well as celebrate the achievements of our students. Should you have questions or concerns, please do not hesitate to contact me at 405-222-6520.

In closing, I want to thank you parents for entrusting your children with us. We pledge ourselves in ensuring that we will expect **for** your children what we would demand for our children and grandchildren, "only the best!"

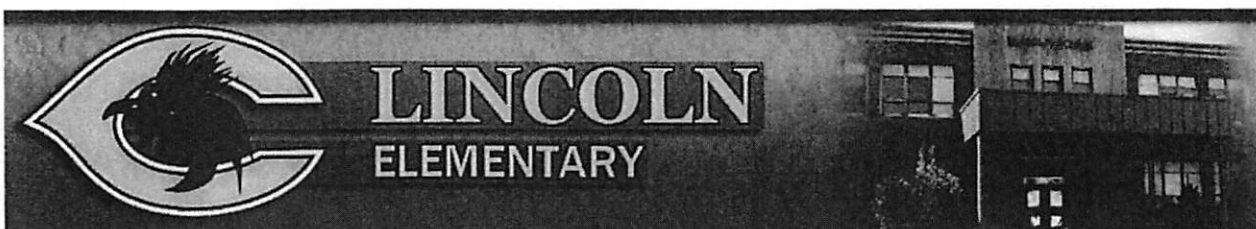
Dr. R.P. Ashanti-Alexander, Principal





## **LINCOLN ELEMENTARY SCHOOL'S MISSION STATEMENT**

**The mission of Lincoln Elementary School is to create for all students an educational experience that prepares them for college and career readiness at the Elementary Level.**



## CPS INSTRUCTIONAL CALENDAR

### 2021/22 CPS Instructional Calendar

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8				12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5		7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23		25
26	27	28	29	30		

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13			16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21						27
28	29	30				

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16		18
19						25
26						

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2		4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13						19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14		16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

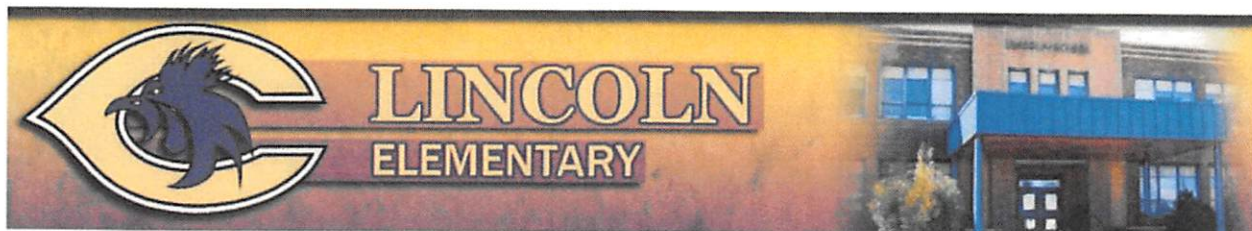
Professional Development-Aug. 9-11, Jan. 3, Feb. 21	Sept. 6 (Labor Day) Oct. 14-15 (Fall Break)
Snow Days-Dec. 17, Feb. 18, Mar. 11, Apr. 18, May 20	Nov. 22-26 (Thanksgiving) Dec. 20-31 (Christmas) Jan. 17 (MLK)
Parent Teacher Conferences-Sept. 24, Feb. 17	Mar. 14-18 (Spring Break) Apr. 15 (Good Friday)
	First Day-Aug. 12, Return Date-Jan. 4, Last Day May 19
	Graduation May 20
	New Teacher Orientation-Aug. 5-6

1<sup>st</sup> 9 Weeks-Aug. 12-Oct. 13

2<sup>nd</sup> 9 weeks-Oct. 18-Dec. 17

3<sup>rd</sup> 9 Weeks-Jan. 4-Mar. 11

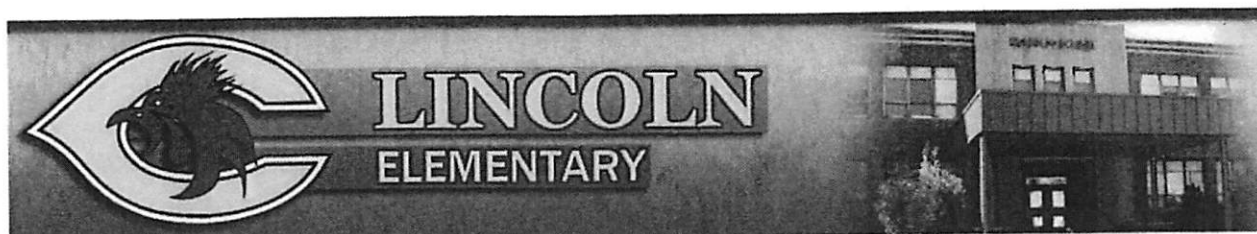
4<sup>th</sup> 9 weeks-Mar. 21-May 20



**CPS EVENTS  
for  
2021-2022**

<b>EVENTS</b>	<b>DATES</b>
New Teacher Orientation	August 5-6, 2021
Meet the Teacher	August 10, 2021
First Day of School	August 12, 2021
Labor Day/No School	September 7, 2021
Parent/Teacher Conference	Monday, September 20, 2021-3:00-6:40 Tuesday, September 21, 2021- 3:00-6:40
Make-Up PT Conference/No School	Friday, September 24, 2021
End of 9 Weeks	October 13, 2021
Fall Break/No School	October 14 & 15, 2021
Veterans Day	November 11, 2021
Thanksgiving Break/No School	November 22-26, 2021
End of First Semester	December 17, 2021
Winter Break/No School	December 20-January 4, 2022
Teachers Meeting/No School	January 3, 2022
Classes Resume	January 4, 2022
Dr. Martin Luther King Day/No School	January 17, 2022
Parent Conferences/No School	February 17, 2022
End of Third Nine Weeks	March 11, 2022
Spring Break/No School	March 14-18, 2022
Holiday/No School	April 15, 2022
Snow Dates if Needed/No School	Dec. 17, Feb. 18., Mar. 11., April 18, May 20
Last Day of Classes	May 19, 2022
High School Graduation Day	May 20, 2022





## BELL SCHEDULE

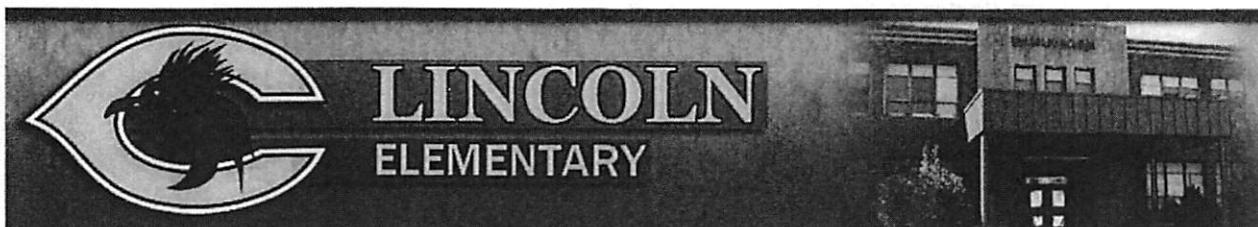
Students report to the cafeteria upon arrival to the school building. If students arrive at school before 7:45 they are to assemble in the cafeteria. Students should enter through the cafeteria south doors. The 5<sup>th</sup> and 6<sup>th</sup> Grade Schedules are noted below and on page 9.

### 2021-2022 5<sup>th</sup> Grade Schedule

PERIOD	TIME
BREAKFAST	7:10-8:00
1	8:05-8:50
2	8:55-8:50
	Teacher Plan /Specials
*3	8:55-10:50
Lunch	10:55-11:55
	First Lunch 10:40-11:10
	Physical Activity 11:15-11:45
	Green
	Samperi
	Willis
	Physical Activity 10:40-11:10
	2 <sup>nd</sup> Lunch 11:15-11:45
	McDonald
	Kennedy
	Turner
4	12:00-12:50
5	12:55-1:40
6	1:45-2:30

### \*Specials Teachers Plan Period

Teacher	Position	Plan
Anderson, Tawnia	Librarian	8:00-8:55
Barker, Kent	Band	8:00-8:55
Barger, Layla	Counselor	8:00-8:55
Cate, Katherine	Art	8:00-8:55
Osborn, Jerry	PE	8:00-8:55
Wray, Laura	Vocal Music	8:00-8:55



## 6<sup>th</sup> Grade Daily Schedule

<b>Bratcher-Room 203</b>	
7:45-8:25	Bratcher (Geography)
8:30-9:10	Powell (Geography)
9:15-9:55	Brooks (Geography)
10:00-10:45	Specials
11:00-11:40	Smith (Geography)
11:45-12:00	Drennan (Geography)
12:00-1:00	Lunch/Recess
1:00-1:25	Drennan (Geography)
1:30-2:05	Cook (Geography)
2:05-2:30	Bratcher (Homeroom)

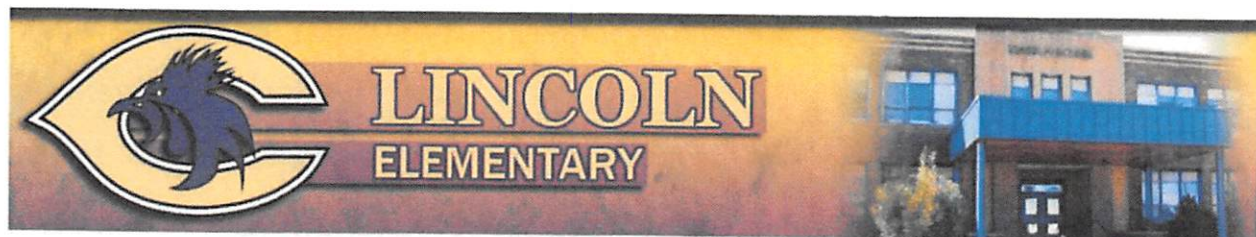
<b>Cook-Room 108</b>	
7:45-8:25	Cook (Math)
8:30-9:10	Bratcher (Math)
9:15-9:55	Powell (Math)
10:00-10:45	Specials
11:00-11:40	Brooks (Math)
11:45-12:00	Smith (Math)
12:00-1:00	Lunch/Recess
1:00-1:25	Smith (Math)
1:30-2:05	Drennan (Math)
2:05-2:30	Cook (Homeroom)

<b>Brooks-Room 204</b>	
7:45-8:25	Brooks (Science)
8:30-9:10	Smith (Science)
9:15-9:55	Drennan (Science)
10:00-10:45	Specials
11:00-11:40	Cook (Science)
11:45-12:00	Bratcher (Science)
12:00-1:00	Lunch/Recess
1:00-1:25	Bratcher (Science)
1:30-2:05	Powell (Science)
2:05-2:30	Brooks (Homeroom)

<b>Drennan-Room 109</b>	
7:45-8:25	Drennan (ELA)
8:30-9:10	Cook (ELA)
9:15-9:55	Bratcher (ELA)
10:00-10:45	Specials
11:00-11:40	Powell (ELA)
11:45-12:00	Brooks (ELA)
12:00-1:00	Lunch/Recess
1:00-1:25	Brooks (ELA)
1:30-2:05	Smith (ELA)
2:05-2:30	Drennan (Homeroom)

<b>Powell-Room 211</b>	
7:45-8:25	Powell (Writing)
8:30-9:10	Brooks (Writing)
9:15-9:55	Smith (Writing)
10:00-10:45	Specials
11:00-11:40	Drennan (Writing)
11:45-12:00	Cook (Writing)
12:00-1:00	Lunch/Recess
1:00-1:25	Cook (Writing)
1:30-2:05	Bratcher (Writing)
2:05-2:30	Powell (Homeroom)

<b>Smith-Room 110</b>	
7:45-8:25	Smith (Reading)
8:30-9:10	Drennan (Reading)
9:15-9:55	Cook (Reading)
10:00-10:45	Specials
11:00-11:40	Bratcher (Reading)
11:45-12:00	Powell (Reading)
12:00-1:00	Lunch/Recess
1:00-1:25	Powell (Reading)
1:30-2:05	Brooks (Reading)
2:05-2:30	Smith (Homeroom)



## GENERAL SCHOOL INFORMATION

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

### ACTIVITIES

One of the goals of Lincoln Elementary 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 Lincoln Elementary School. The Oklahoma Secondary Schools Activity Association governs all of our competitive activities. See eligibility section for specific eligibility rules.

### 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:

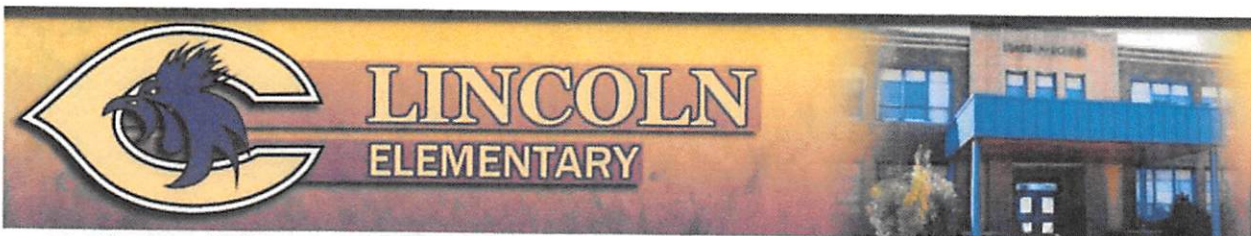
1. Contains ketones, aldehydes, organic acetones, ether, chlorinated hydrocarbons (e.g. gasoline, glue, fingernail polish, white out, etc.) or some other solvent releasing toxic vapors; or
2. Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality,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

*Sale of any of the substances listed in the preceding paragraph shall result in suspension for a minimum of one semester.* 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 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 Lincoln Elementary 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 Lincoln Elementary School campus. A student's behavior may prevent a student from going to assemblies and programs.

### ATHLETICS

It is strongly believed by the teachers and coaches at Lincoln Elementary 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.

### ATTENDANCE POLICY

Please contact the attendance secretary the morning of a student's absence at 222-6520. Any student in grades 5<sup>th</sup> & 6<sup>th</sup> with seven (7) absences in any nine-week period, exclusive of any authorized activity absence, will receive a failing grade for that nine-week or semester period. In some instances, there may be extenuating circumstances (extended illness or hospital/home confinement confirmed by a doctor's statement, home emergencies, etc.) in which this policy may be waived.

### ABSENCES

There are three (3) kinds of absences: **Excused**, **Unexcused**, and **Permitted**.

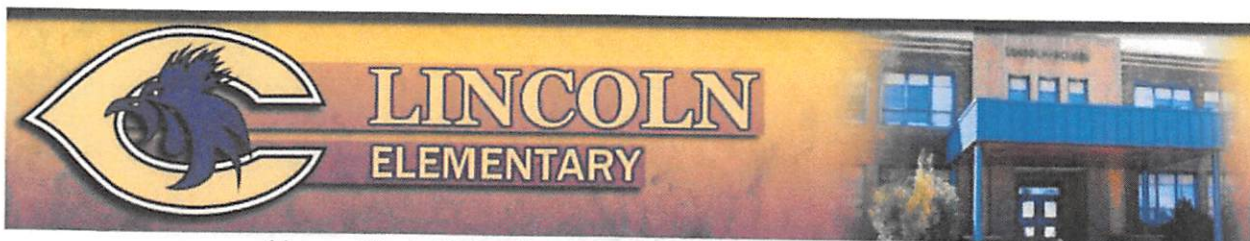
An administrator will determine the kind of absence.

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, etc., 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.

### **ABSENCE NOTIFICATION**

1. 1<sup>st</sup> letter-warning to parents, signed by secretary, sent to parent/guardian. Copy placed in student's file.
2. 2<sup>nd</sup> letter-letter to the District Attorney on four (4) absences in a four (4)-week period or ten (10) absences in a semester. Signed by principal, sent to Central Office. Copy of all sent to parent/guardian and placed in the student's file.
3. 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.

### **CAFETERIA**

**Breakfast:** Breakfast will be served from 7:00 a.m. to 7:25 a.m. each morning in the cafeteria. Students will not be permitted in the main building during lunch unless under the supervision of a staff member.

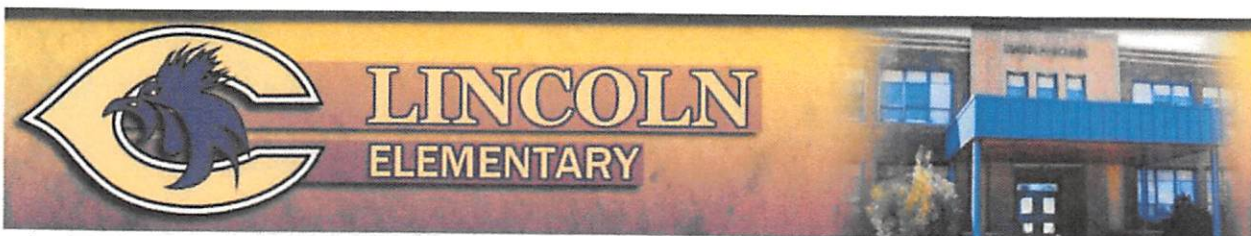
**Lunch:** Lunch will be served each day according to the grade level schedule noted on pages 7 and 8.

### **CHILD NUTRITION**

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

Each parent will be given an application for free and reduced lunches upon enrollment of their child. We are required to provide each parent this opportunity. A new application must be





submitted at the beginning of each school year. Should you have a change in your family income or household size you may complete a new application at any time. Contact your school lunch fund attendant, principal, or the food department at 222-6573 for more information.

In accordance with the Federal Healthy Kids Act, we strongly discourage students from bringing soft drinks in their lunches. Instead, we encourage students to make healthy choices when selecting items for their lunches.

Students may bring their lunches or they can choose from a regular lunch. Students are required to remain in the designated areas during lunch.

### CHARACTER EDUCATION

A person's character is something that is shaped with help from those around them. The strategies that will be explored have been developed to reinforce positive character traits through trustworthiness, respect, responsibility, fairness, caring, and citizenship.

### CHECKING IN AND OUT OF SCHOOL/ATTENDANCE

Students arriving after first hour begins must report to the attendance office to obtain an ADMIT TO CLASS slip. The ADMIT TO CLASS slip is not necessarily an excused tardy. If a student is more than ten (10) 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

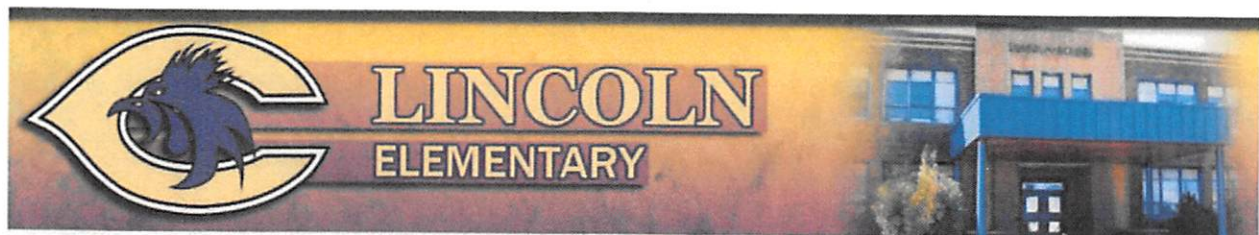
The use and unlawful possession of illicit drugs and/or alcohol is wrong and harmful. The following disciplinary procedures will be strictly adhered to and mandatory for ALL students.

### 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 the Pam Ladyman at 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 dealt with appropriately.

#### **CLOSING OF SCHOOL**

Dismissal of school due to bad weather conditions will be announced by 6:30 a.m. on KOOL 105.5 Radio and the major Oklahoma City TV Stations. Closure of school will also be announced on the district website and the school's Facebook page. Please provide the school with current phone numbers so that you can be reached in case of school closure. Parents and students are encouraged not to call the school so building administrators will be able to implement safety procedures.

#### **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 teacher(s). In order to maintain open communication, parents are encouraged to attend with their student(s).

1<sup>st</sup> semester conference dates will be the evening hours of Monday & Tuesday, September 23 & 24.

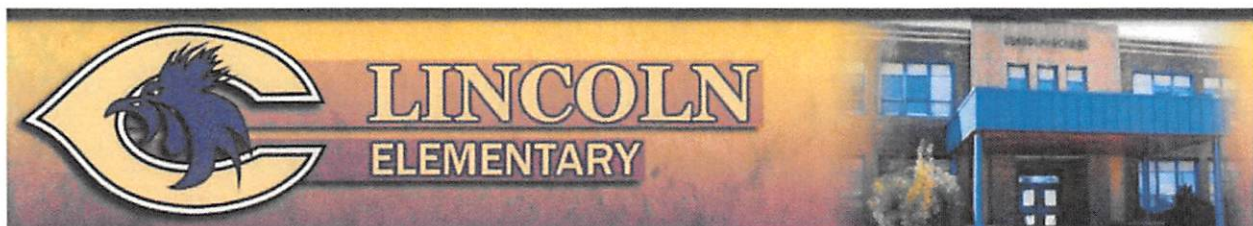
2<sup>nd</sup> semester conference dates will be the evening hours of Monday & Tuesday, February 17 & 18.

#### **DELIVERY OF NOVELTIES**

Flowers, balloon bouquets, novelty items or gifts delivered to students will be kept in the main office until the end of the school day.

#### **DRESS CODE/STUDENT APPEARANCE**

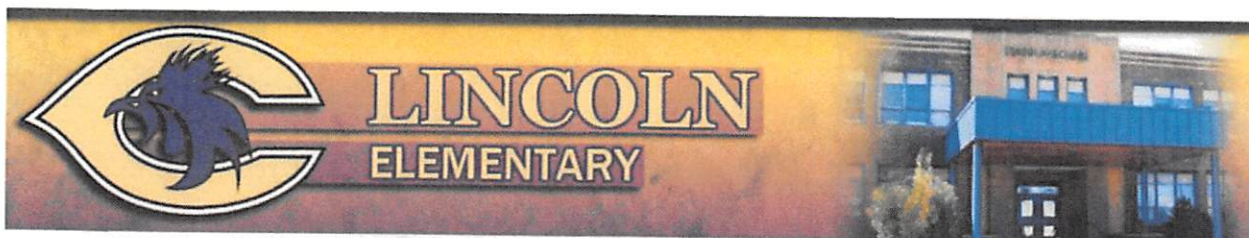
It is the desire of the administration and staff of Lincoln Elementary School that every student be provided the opportunity for a quality education on a daily basis. When the dress code becomes the focus due to the inappropriateness of the clothing, this creates an environment that is not conducive to a quality education. Good grooming promotes pride and is a very important part of the



general training of young people. The training is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress according to fashion, and at the same time restricts extremes or indecency in grooming which will distract from the main purpose of the educational program. The hallmark of the exercise of disciplinary action shall be fairness. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior that is conducive to the learning environment.

1. **Skirts, Dresses and Tops:** Any skirt, dress or top shall not be indecent and may be worn with the following conditions:
  - a. Undergarments shall not be visible.
  - b. Shirts must be long enough to be tucked in. The skirt or dress shall not be conspicuous or indecent and must be appropriately (principal's discretion) long enough when standing.
  - c. Any article of clothing that exposes the entire shoulder, back, or midriff may not be worn. The upper garment may not be less than 2 inches wide covering the top of the shoulder - no spaghetti strings.
  - d. No tank tops, transparent tops, muscle shirts with large armholes or low scooped necklines.
  - e. The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
  - f. Clothing that promotes violence, gang activity, drugs, alcohol or communicates a negative message are prohibited.
  - g. Mouth 'grills' will not be permitted.
2. **Pants:** Pants, jeans, or slacks of styles that are neat, clean, and in good taste are acceptable.  
Pajama wear is not acceptable. Indecent holes in jeans are not acceptable.
3. **Shorts:** The shorts shall not be conspicuous or indecent and must be appropriately (principal's discretion) long enough when standing.
4. **Sagging:** Garments worn with the waistband significantly below an individual's waistline is prohibited. Pants, jeans, and/or shorts are to be worn with the waistline of the garment at the individual's waist. Undergarments shall not be visible.
5. **Shoes:** Shoes worn must cover the entire foot. Shower shoes, house slippers, flip-flops, CROCS and NIKE shower shoes ARE PROHIBITED. Students who violate the shoe policy, will be asked to change their footwear.
6. **Accessories:**
  - a. Headbands, armbands, leg bands, and bandanas are prohibited.





- b. Hats, caps, and other head garments are **NOT TO BE WORN** inside the school building and left at home. This includes hoods on sweatshirts.
- c. Lettering of any type of sew-on patch, decal, insignia, etc. which is suggestive, vulgar or refers to alcohol, non-prescription inhalants, tobacco, drugs, or gangs is not acceptable.
- d. No dress or attire will be acceptable that shows disrespect.
- e. Sunglasses are banned from inside the buildings except when prescribed by doctors.
- f. Dog collars, studs, wallet chains, large hair picks, or jewelry/accessories that pose a safety concern for the students or others are prohibited.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to comply will be grounds for disciplinary actions.

#### **ELECTRONIC DEVICES**

CD players, ipods, MP3's, Gameboys, and cameras must be left at home. The school will not be responsible for searching for or replacing such items that are brought to school. This also applies to cd's or game cartridges. If brought, they will be confiscated and may be picked up in the office by the parent/guardian. If the problem reoccurs, the item will be confiscated and will need to be picked up by the parent/guardian at the end of the semester. The student also may be given ISS.

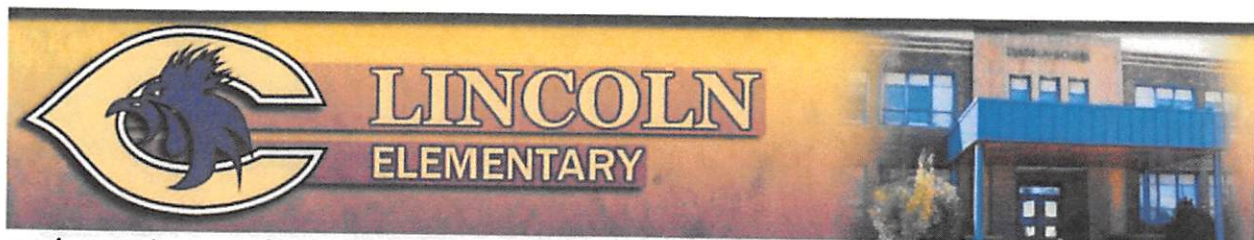
#### **ELIGIBILITY**

In order to participate in authorized school activities as defined by Board Policy 6.17, 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.

### **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.

### **FOOD OR DRINK**

Students may not have food or drinks in the classrooms. Students may have water **ONLY** in classrooms.

### **FUNDRAISING CAMPAIGNS**

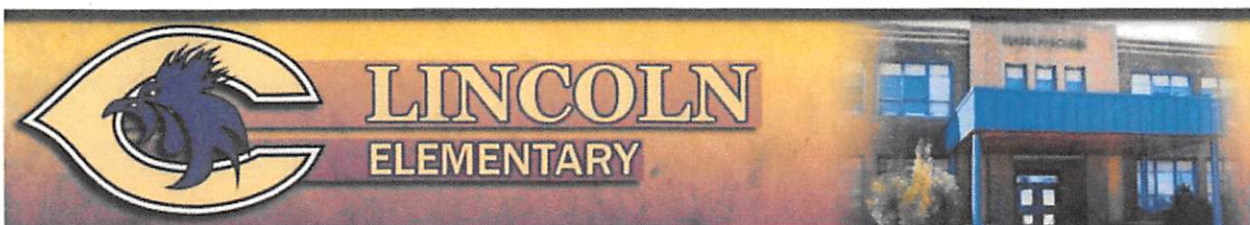
The faculty sponsor, the principal, and the Board of Education must approve any methods or occasions of raising money by a student group. All club monies must be turned in to the financial secretary in the front office daily. Cash must not be left on the school premises overnight. Persons who collect 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 each nine-week period, parents/guardians will receive a progress report and at the end of each nine-week period, each student will receive a report card. The letter grade will indicate the progress of the student in each class. See the grading scale below.



<b>A</b>	Superior quality of work (90-100)
<b>B</b>	Good quality of work (80-89)
<b>C</b>	Satisfactory quality or progress in terms of ability (70-79)
<b>D</b>	Below quality of work expected (60-69)
<b>F</b>	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 will be recommended for retention. Whenever a teacher or teachers recommend that a student be retained in a grade, 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 appeals only following a required parent/teacher conference, and the decision of the Board shall be final.

#### **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:

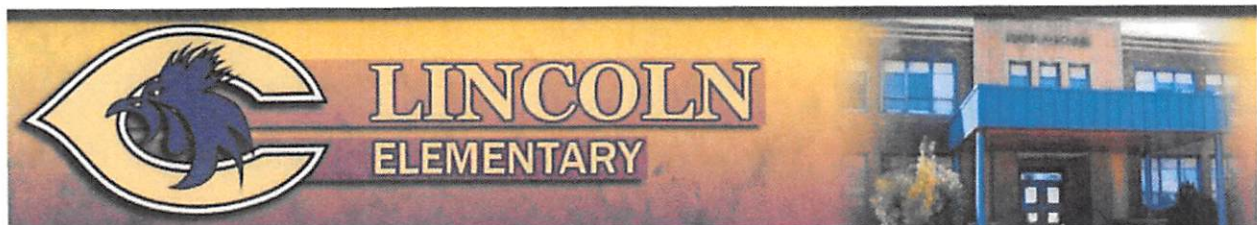
1. If the grievance is directed toward a teacher, the parent should make an appointment to visit the teacher.
2. After this initial meeting, if the grievance is not settled, the parent should discuss the problem with the principal.
3. If the issue is not resolved, an appointment should be made with the superintendent or his/her designee.
4. After exhausting all of these available channels, the parents/guardians may appeal to the Board of Education following Board Policy 1.6. The Board's action shall be the final determination of the grievance.

#### **GUIDANCE SERVICES**

Please notify our counselors if a student is in need of special guidance services. They can be reached at 222-6520. 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.

#### **HALLWAYS**





Students are expected to behave appropriately in the hallways. This can be accomplished by walking to destinations without kicking, tripping, or horse playing. Safety is our main concern. Students should walk on the right side of the hall.

## **HEALTH SERVICES**

If a student is ill, he/she is to report to the main office. If a student is under a physician's care and medication is prescribed during the school day, a note from the parent, along with the medication in the original prescription container, must be presented to the secretary in the main office.

### **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.

## **ILLNESS**

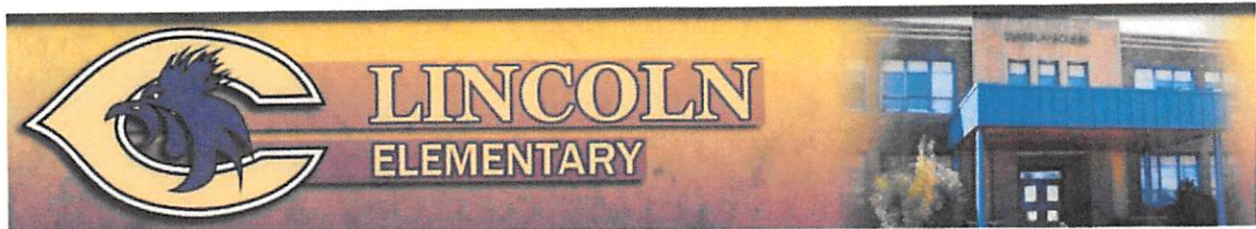
Students with a temperature above 98.6 degrees must go home and not return until they have been free of fever for 24 hours. Students who are experiencing vomiting or diarrhea must also wait 24 hours before returning to school. When children are sick, they should remain at home to keep the infection from spreading. This does not include sniffles and coughs due to allergies.

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

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

## **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)

#### APPEALS PROCESS (FOD-R)

**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

**Step 1:** If the suspended student and/or his/her parents wish to appeal a suspension of 10 days or less, they must notify the principal within 48 hours of the intent to appeal. If appealed, the principal will provide a hearing within 3 school days of the original suspension. The parents and the student may participate in the appeals meeting which shall be conducted by the principal. The Principal will provide a written determination on the appeal within 3 school days. The Principal's determination is final.

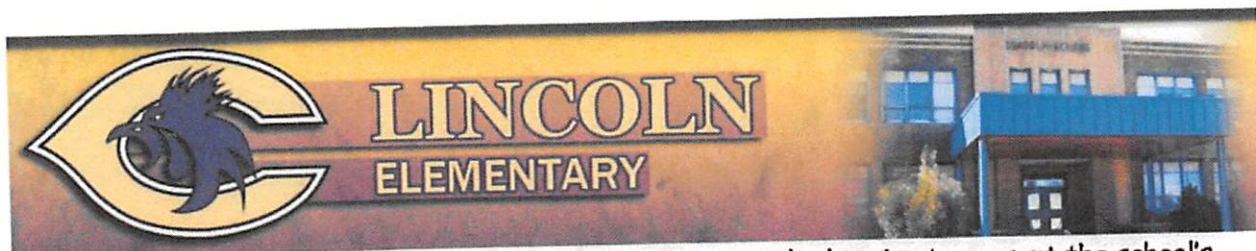
#### Suspensions of more than 10 days

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

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

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

At Board hearings for suspensions of more than ten (10) days, the student(s) and his/her parent(s) or legal guardian(s) will have the opportunity to present his/her side of the case and question any witnesses present at the time of the hearing. The student may or may not be represented by legal counsel. The parent(s) or guardian(s) must be present at all hearings unless the student is self-



supporting. All necessary school personnel will be present at the hearing to present the school's position. If the parent(s) or guardian(s) of the student does not request a due process hearing, the determination of the recommendation will be based on the information available at the time. A written decision will be provided to the parent upon the Board of Education's determination. The decision of the Board of Education is final.

## 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.

## CELEBRATIONS

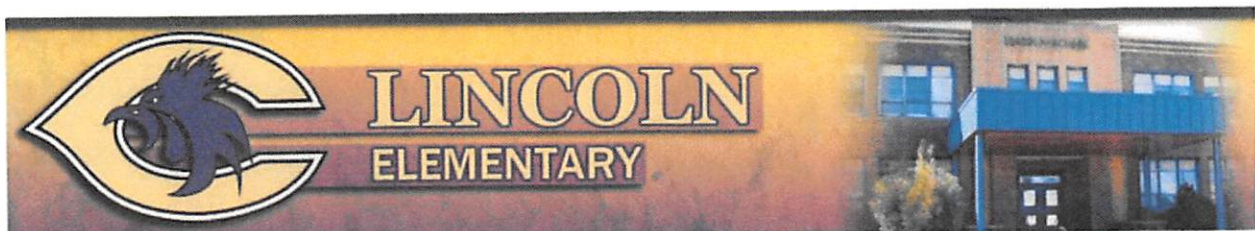
- College Visits
- Beautiful Day Birthday Parties
- Donut Club
- Optimist Club- Student of the Month
- Rotary Club- Bike Give Away for Attendance.
- Shop With A Cop

## VISITORS

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

- Anyone who is not a regular staff member or student of the school is defined as a "visitor".
- Any visitor to the school must report to the office of the principal upon arrival at the school.
- Parents or citizens wishing to observe a classroom while school is in session are requested to arrange such visits in advance with the teacher so that class disruptions are minimized.
- Teachers are not expected to take class time to discuss individual matters with visitors.
- School visitations during regular school hours by students who are not enrolled in the Chickasha Public Schools are prohibited. Any exceptions to this policy shall be approved by the building principal.





- It is the policy of the board of education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

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

#### **VOLUNTEERS**

Parents are always welcome to attend events, programs, and celebrations with their child. However, school volunteers must submit a completed volunteer application and volunteer agreement. Both of these forms are located on the district website. Your child's school or the CPS administration office (900 West Choctaw) can provide hard copies.

To be an "approved" volunteer, background records will be checked. Also, the application and agreement must be updated and resubmitted every other school year. Only approved volunteers will be allowed to be alone with any student or group of students.

### **SPECIFIC INFRACTIONS AND CONSEQUENCES**

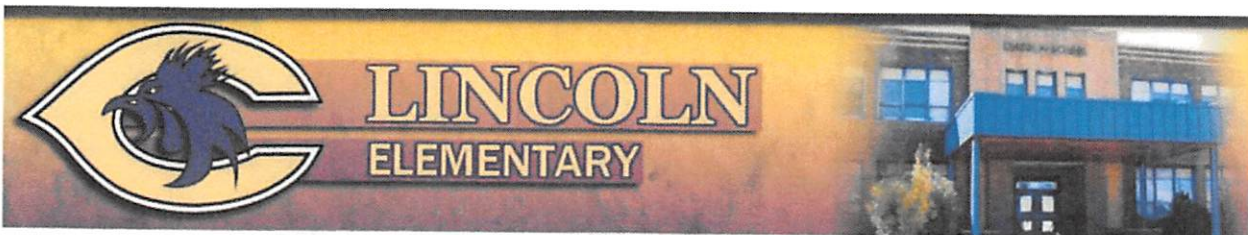
The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When, in the judgment of the teacher or administrator, the behavior of a student is unacceptable in the following areas, corrective action will be taken. These examples are not intended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

#### **ALCOHOL AND/OR DRUG ABUSE**

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 Lincoln Elementary 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).

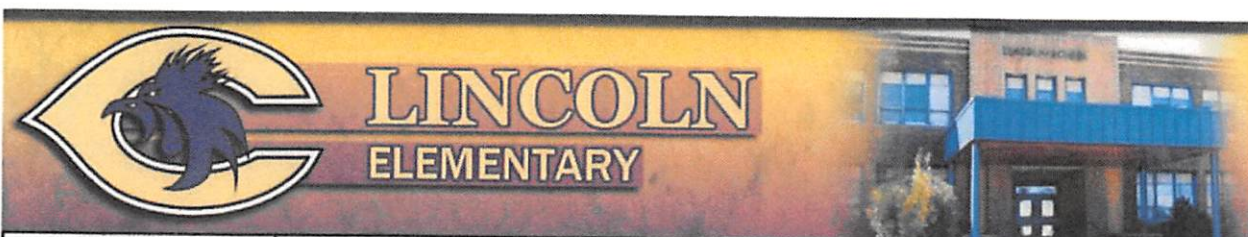
**Under the Influence:** If a student is suspected of being under the influence of Drug/Alcohol because of odor or residue on the breath or clothing, they will be disciplined according to the following. The principal will inform the parent(s) both verbally, when possible, and by letter, that the student 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 -** During the conference with the principal, or his/her designee, the Substance Awareness Intervention Program of the district will be explained to the student and parent(s). The student and parent(s) will be requested to participate in one or more of the programs: Youth Services, Great Plains Outreach Clinic, Grady County Guidance Center or other mutually agreed upon agencies.

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

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

1st offense	20 day suspension, parent and authorities notified
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2nd offense	9 week suspension, parent and authorities notified
Any other offense	Length of suspension to be determined by the principal or his/her designee

#### DISTRIBUTION OF ALCOHOL OR DRUGS:

1st offense	9 week suspension, parents and authorities notified
2nd offense	Full semester suspension, parents and authorities notified
3rd offense	Full year suspension, parents and authorities notified

#### POSSESSION OF DRUG PARAPHERNALIA:

1st offense	10 day suspension, parents and authorities notified
2nd offense	20 day suspension, parents and authorities notified
3rd offense	Length of suspension to be determined by the principal or his/her designee

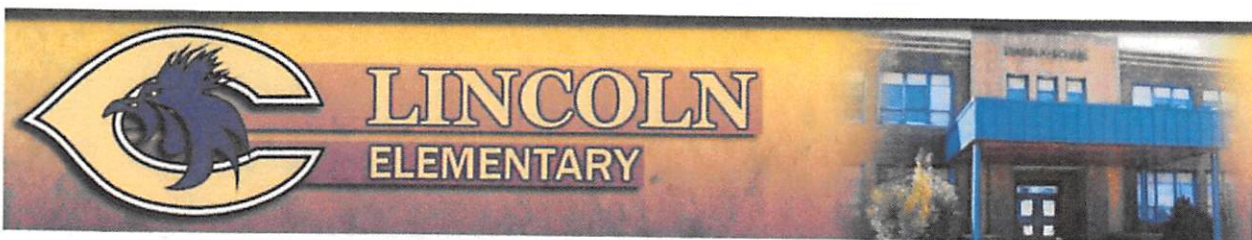
#### ALTERING RECORDS: Changing school documents by any method:

1st offense	5 day suspension, parents and authorities notified
2nd offense	10 day suspension, parents and authorities notified
3rd offense	Long-term suspension, parents and authorities notified

#### ARSON: Intentional burning of property.

1st offense	Out-of-School suspension, restitution of damages, parents and authorities contacted
2nd offense	Long-term suspension, restitution of damages, parents and authorities contacted





**ASSAULT OF STUDENTS:** Willful and malicious attack of another student for the purpose of inflicting physical harm, or, the instigation thereof:

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

**ASSAULT OF TEACHER, COACHES, STAFF MEMBERS OR ADMINISTRATORS**

1st offense	Up to one (1) semester suspension, authorities and parents contacted
2nd offense	Up to one (1) year suspension, authorities and parents contacted

**BOMB THREATS:**

*See Felonious Acts.*

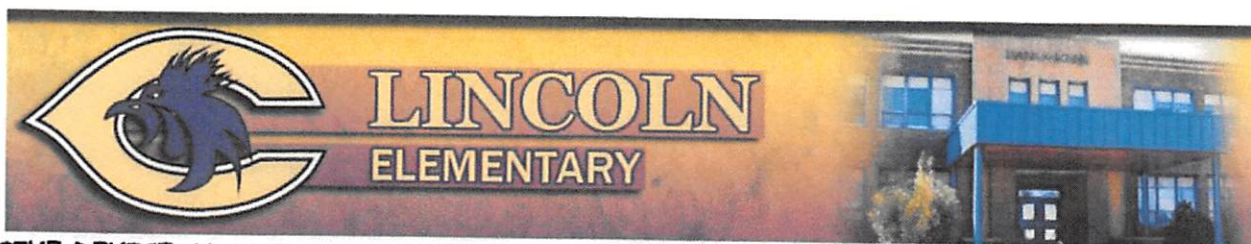
**CELLULAR PHONES:** Upon arrival to class, all cell phones are to be turned off and placed inside a zipped purse or backpack. If a student does not have a zipped purse or backpack the cell phone will be kept in the office until the end of the regular school day. Any *special request* MUST be cleared by the administration, such as, for certain family emergency situations, etc. Electronic Devices may be confiscated by an administrator.

1st offense	Verbal warning
2nd offense	Phone will be confiscated and kept in the office until the end of the day.
3rd offense	3 days ISS

**CHEATING/PLAGIARISM:** Using material not allowed during tests, copying from another, securing copies of a test, securing answers in advance of a test, or the use of another's work as your own. In addition to receiving no credit for the assignment(s) on which the student cheated or plagiarized, teacher will notify parent.

**DRESS CODE VIOLATIONS:** A parent will be called and a change of clothing will be brought to the student who will be placed in ISS until the parent arrives. Repeated violations will result in further disciplinary actions.





**EXPLOSIVE DEVICE:** Use, possession or distribution of fireworks or other explosive devices. (Same penalties as for Arson)

**EXTORTION:** Extorting and or intimidating of money or other items/taking things that do not belong to you. This includes any fundraiser money, products, or lunch money. Student will be placed in ISS for three (3) days on the first (1<sup>st</sup>) offense of this nature. Any recurrence of this act will be reported to the Board of Education for appropriate action. Proven cases of extortion will be filed with civil law officials for their handling. Administration reserves the right to modify consequences, pending the severity of the extortion.

**FELONIOUS ACT:** Any student involved in a felonious act, other than drug abuse, while under school supervision or on school property, will be subject to the following procedures:

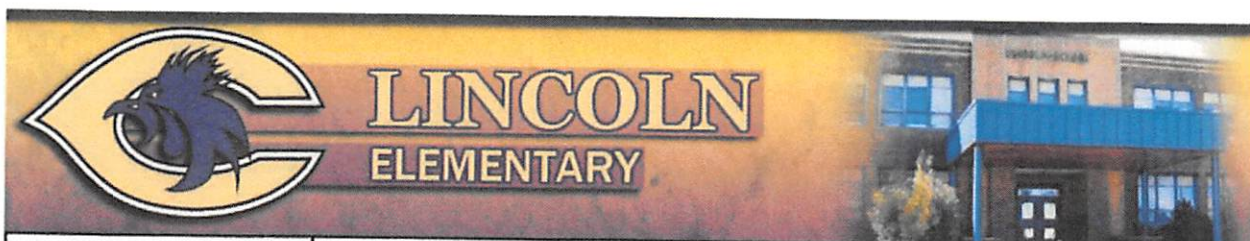
1. Any such act will be reported to the Board of Education, police, and the parent(s) or guardian(s) of the student.
2. The Chickasha Public Schools will request the District Attorney to file appropriate charges.
3. The student will be suspended for a minimum of ten (10) school days and may be suspended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

**FIGHTING:** Engaging in physical contact for the purpose of inflicting physical harm on another person.

1st offense	3 day suspension, authorities and parents contacted
2nd offense	5 day suspension, authorities and parents contacted
3rd offense	7 day suspension, authorities and parents contacted
Any other offense	length of suspension to be determined by the principal or his/her designee

**FLAGRANT MISCONDUCT:** Multiple offenses occurring including instigating or promoting misconduct among others.

1st offense	1-3 day suspension
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2nd offense	3-5 day suspension
3rd offense	5-10 day suspension
4th offense	Long term suspension

**FORGERY:** Writing and using the initials or signature of another person.

1st offense	1 day ISS with parent contact
2nd offense	3 days ISS with parent contact
3rd offense	5 days ISS with parent contact

**GAMBLING:** This is an exchange of money, which would include flipping coins, etc.

1st offense	1 day ISS
2nd offense	2 days ISS
3rd offense	3 days ISS

**GANG ACTIVITIES:** Writing of symbols, signs, verbal use of slang/gang terms, clothing apparel with colors and/or graffiti.

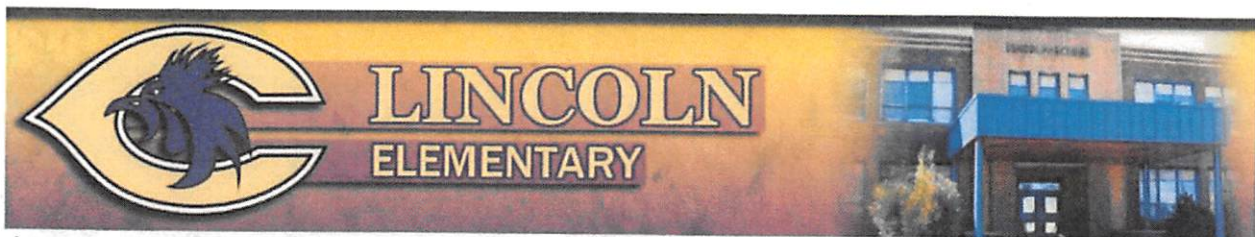
1st offense	5 day suspension, authorities and parents contacted
2nd offense	10 day suspension, authorities and parents contacted
3rd offense	Long term suspension, authorities and parents contacted.

**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.

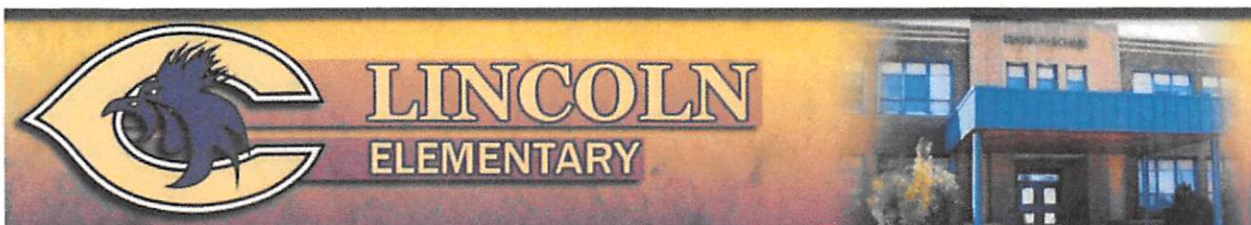
Typically victims first respond to victimization with bullying behavior.

Any student exhibiting harassment, 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:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and document the incident along with parent notification. Place the student on a probationary period reasonable to the situation if found in violation of the above policy. The following procedures may be used according to the principal's or his/her designee:
  - A. A No Contact Contract put in place.
  - B. The student will be subject to immediate removal from school for a minimum of 3 days.
  - C. The student's parent(s)/guardian will be notified.
  - D. The Chickasha Police Department could be notified.
  - E. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: Police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
  - F. If the student agrees to counseling his/her suspension will be reduced by the building administration. The school site will approve an appropriate counseling agency. After an evaluation the counseling agency will be asked to make a written recommendation to the school concerning the student's re-entry.

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.

#### **INSUBORDINATION:**



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

**LYING:** Intentionally giving information to misinform or mislead.

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

**MISCONDUCT:** (Minor offenses)

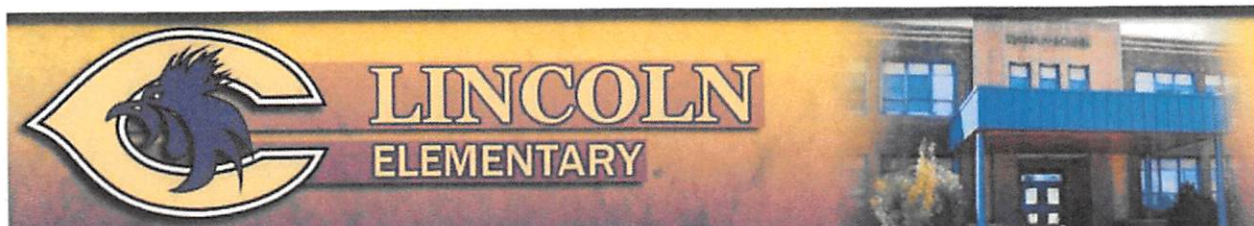
1st offense	1-3 days ISS with parent contact
2nd offense	3-5 days ISS with parent contact
3rd offense	5-7 days ISS with parent contact
Any other offense	Length of suspension to be determined by the principal or his/her designee

**MISCONDUCT 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 as they would a teacher.

Failure to follow the bus rider rules will be dealt with as follows:

1st offense	Warning and assigned front seat for 10 days along with parent
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	notification
2nd offense	5 day loss of bus privilege along with parent notification
3rd offense	10 day loss of bus privilege along with parent notification
4th offense	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.

**PROFANITY/VULGARITY:** Use of obscenities (written or verbal) on clothing articles, notes, letter, etc., or obscene gestures:

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

#### **PUBLIC DISPLAYS OF AFFECTION (PDA Policy):**

Good manners are an important element in succeeding in the school environment. Inappropriate public display of affection is not in keeping with the concept of good manners. The following will not be acceptable behaviors in the school setting (including school activities): Intimate touching and/or kissing.

1st offense	Warning with parent notification
2nd offense	1-3 days ISS with parent notification
3rd offense	3-5 days ISS with parent notification



Any other offense	Length of suspension to be determined by the principal or his/her designee
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**SEXUAL HARASSMENT POLICY:** See Bullying/Harassment for policy, 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", double meanings, and jokes.

1st offense	1-3 day suspension with parent notification
2nd offense	3-5 day suspension with parent notification
Any other offense	Length of suspension to be determined by the principal or his/her designee

**TAMPERING WITH FIRE ALARM SYSTEM OR ANY SAFETY EQUIPMENT:**

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



**THREATS/BULLYING/HARASSMENT AGAINST TEACHERS, COACHES, STAFF MEMBERS OR ADMINISTRATORS:**

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

**THEFT:** Taking things that do not belong to you. This includes any fundraiser money, products, or lunch money.

1st offense	3 days ISS, authorities and parents contacted
2nd offense	5 days ISS, authorities and parents contacted
3rd offense	5 day suspension, authorities and parents contacted



	<div> <div>LINCOLN</div> <div>ELEMENTARY</div> </div> 
Any other offense	Length of suspension to be determined by the principal or his/her designee

**TOBACCO: USE, POSSESSION, OR DISTRIBUTION OF TOBACCO PRODUCTS (smoking, dipping or chewing)**

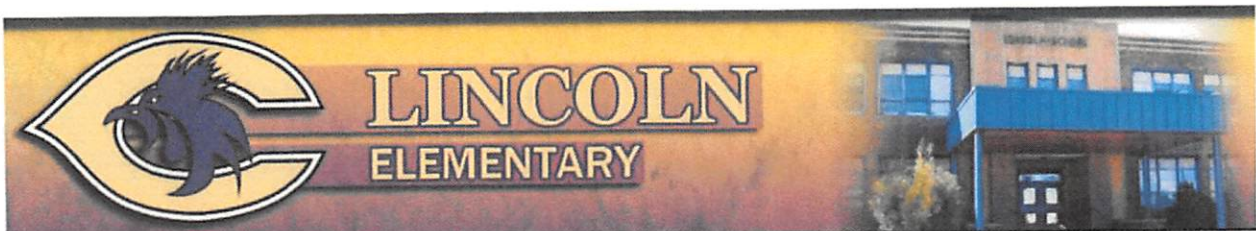
1st offense	3 days ISS, parents notified
2nd offense	5 days ISS, parents notified
3rd offense	3 day suspension, parents notified
4th offense	5 day suspension, parents notified

**TRUANCY:** Absence that was not approved by a parent, legal guardian or by a school official. Being anywhere in the building other than assigned location. (Compulsory Education Law of the State of Oklahoma, Sec. 196 of Title 10).

offense	1 day ISS, parents notified
offense	3 days ISS, parents notified
offense	5 day ISS parents notified
other offense	Length of suspension to be determined by the principal or his/her designee

**VANDALISM:** Defacing or destroying property belonging to the school, school personnel, or other persons. 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. The Chickasha Public Schools will request the District Attorney's Office to file appropriate charges based upon a signed complaint.
3. The student will 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 designated school official.

**VERBAL ABUSE:** Use of obscenities/vulgarity or abusive language directed toward staff member(s):

1st offense	3 day suspension
2nd offense	5 day suspension
3rd offense	10 day suspension
Any other offense	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 or by any of the above, which is in attendance at any school function authorized by the district, is expressly prohibited.

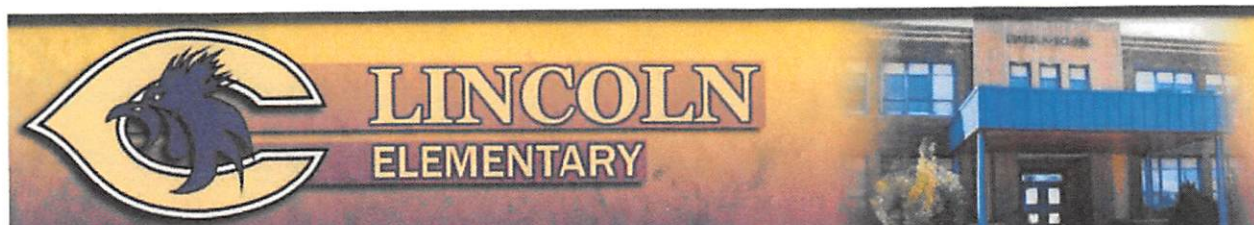
Exempt under this policy are instruments and devices that may be considered a weapon under this policy, but are specifically authorized by district personnel for use in approved curricula or extra curricular activity and being used in an appropriate manner.

For the purpose of this policy, weapons shall be categorized as follows:

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

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





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

<b>Class I weapon possession</b>	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.
<b>Class II weapon possession</b>	Suspended for a period of not less than ten (10) days out-of-school for a first offense. A longer suspension may be imposed for a second offense occurring during the same school year.
<b>Class III weapon possession</b>	Suspended for a period not to exceed five (5) days out-of-school for a first offense. A longer suspension may be imposed for a second offense occurring during the same school year.

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

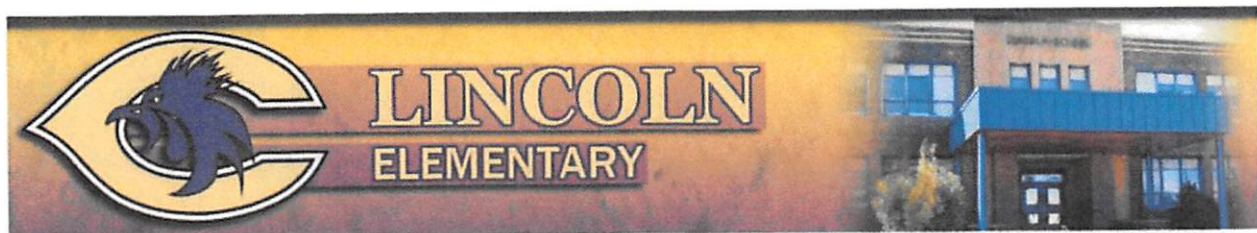
\* Repeated violations of the discipline policy may result in long-term suspension.

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

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

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

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



## HANDBOOK POLICY AGREEMENT

Parent and Student Signature Required on this Page.

As a student at Lincoln Elementary School, I have read the STUDENT HANDBOOK. This handbook includes school board approval policies on discipline, bus rider rules, and drug policies. I have read and understand the information contained in this handbook.

☐ 5th grade ☐ 6th grade

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Student's Signature

As parent/guardian of a Lincoln Elementary School student, I have read the STUDENT/PARENT HANDBOOK. This handbook includes school board approval policies on discipline, bus rider rules, and drug policies. I have read and understand the information contained in this handbook.

\_\_\_\_\_  
Parent/Guardian (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date