

Update on 8/8/23

# CHICKASHA MIDDLE SCHOOL



## STUDENT HANDBOOK

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

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

Phone: 405.222.6530 Fax: 405.222.6594

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

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[dwilliamson@chickasha.k12.ok.us](mailto:dwilliamson@chickasha.k12.ok.us)

Choose Wisely **M**aster Accountability **S**trong 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  
Fax: 405.222.6590

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
Don Turner	Director of Maintenance and Transportation
Joe Molder	Director of Technology

## BOARD OF EDUCATION

Zack McGill Member, Seat 3

Robyn Morse President, Seat 4

Laurie Allen 1st Vice President, Seat 2

Cara Gerdes 2nd Vice President, Seat 1

Dr. Christy Clift Member, Seat 5

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

## CHICKASHA PUBLIC SCHOOLS' MISSION STATEMENT

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

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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.

## BELL SCHEDULE

Students will report to the Auditorium upon arrival to the building.

Release from Auditorium	8:35	
1st Hour	8:38 - 9:27	
2nd Hour	9:30 - 10:19	
Advisory	10:22 - 11:16	
3rd Hour	11:19-12:08	
4A Lunch 12:11-12:41 Class 12:41-1:30	4B Class 12:11-12:41 Lunch 12:41-1:11 Class 1:11-1:30	4C Class 12:11-1:00 Lunch 1:00-1:30
5th Hour	1:33 - 2:22	
6th Hour	2:25 - 3:20	

# CHICKASHA MIDDLE SCHOOL EVENTS

## 2023-2024

First Day of Classes	August 10, 2023
Labor Day/No School	September 4, 2023
Parent/Teacher Conferences/No School	September 22, 2023
End of First Nine Weeks	October 11, 2023
Fall Break/No School	October 12-13, 2023
Thanksgiving Break/No School	November 20-24, 2023
End of Second Nine Weeks	December 15, 2023
Snow Day(s)	December 18-19, 2024
Winter Break/No School	December 20, 2023 -January 1, 2024
Teacher Professional Day/No School	January 2, 2024
Classes Resume	January 4, 2024
Martin Luther King Day/No School	January 15, 2024
Snow Day	February 15, 2024
Parent/Teacher Conferences/No School	February 16, 2024
Teacher Professional Day/No School	February 19, 2024
End of Third Nine Weeks	March 7, 2024
Snow Day	March 8, 2024
Spring Break/No School	March 18-22, 2024
Good Friday/No School	March 29, 2024
Snow Day	April 1, 2024
End of Fourth Nine Weeks/Last Day	May 16, 2024
Snow Day	May 17, 2024

# 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

Choose Wisely	Master Accountability	Strong & secure
Remain Seated Think Before You Act or Speak Follow Bus Procedures	Listen to Adults Report Unsafe Behaviors	Be Nice, Choose Kindness Limit Distractions

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



## Auditorium Behavior (Assemblies and Events)

Choose Wisely	Master Accountability	Strong & secure
<p>Enter Quietly</p> <p>Hands Free</p> <p>Use Appropriate Voice Level</p>	<p>Eyes Watching</p> <p>Ears Listening</p>	<p>Use Appropriate Applause</p>

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

# Hallway Behavior

Choose Wisely	Master Accountability	Strong & secure
Walk & Keep to the right	Be On Time	Choose Kindness
Be Where You Need to Be	Respect Personal Space	Acknowledge Others With a Smile
Use Appropriate Voice	Have Pass When Required	

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

## Restroom Behavior

Choose Wisely	Master Accountability	Strong & 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 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

Choose Wisely	Master Accountability	Strong & secure
Be Respectful Follow Procedures No Outside Food or Drinks Cell Phones Turned off and Put in Bags	Be Organized Be Prepared Arrive on Time	Supportive of All Give Your Best Effort

Looks Like	Sounds Like
Cooperate with adult directions Use kind, school appropriate language Be in class with all materials needed by the bell Prepared, have supplies & ready to learn. Clean & orderly Actively listening Raising hands, heads up & eyes on task	Inside voices Encouraging each other Collaboration type communication

## Cafeteria Behavior

Choose Wisely	Master Accountability	Strong & 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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## 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.

## ATTENDANCE POLICY

Please contact the Attendance secretary the morning of a student's absence at 405-222-6530. In accordance to the State of Oklahoma school laws and the definition of chronic absenteeism, students must be present at a minimum of 90% of the time in order to complete/receive credit for that class. Chickasha Public Schools' instructional calendar consists of 168 school days. Therefore, a student may not miss more than 16 days throughout the entire school year.

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.

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

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.

**Breakfast:** Breakfast will be served from 8:00AM to 8:30AM 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 schedule below.

- Lunch A: 12:19-12:44
- Lunch B: 12:44-1:09
- Lunch C: 1:09-1:34

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.

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

First semester conference dates will be the evening hours of Monday & Tuesday, September 18 & September 19th. Second semester conference dates will be the evening hours of Monday & Tuesday, February 12th & 13th. All Conferences will be held 3:30-7:00 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-27295eae11d8>

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.



## 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).

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.

- Undergarments should not be visible.
- Vulgar speech and alcohol/drugs are not protected by free speech.
- 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

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

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

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?docTypeld=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, a note from the parent, along with the medication in the original prescription container, must be presented to the school nurse.

### **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.

## **INCLEMENT WEATHER**

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

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

## **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

### Board Policy AB - Nondiscrimination

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

## PARENT BILL OF RIGHTS

Topic/Citation	Description
Oklahoma Parent Bill of Rights 25 O.S. § 2002	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: <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>

	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
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## 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.

## 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 ASSIGNMENTS ARE MADE BY THE COMPUTER. 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 the ADMINISTRATION. Should you have a concern, please contact the counselor and schedule a conference.

## 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, and only cold weather outerwear shall be removed prior to or during any search.

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

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

In conducting any search authorized by this policy, 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. 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. **THERE ARE NO EXCUSED TARDIES**

The following consequences could result when a student is tardy:

- Lunch Detention
- ISR
- Saturday School

## 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

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.

Previous to loading, student should:

1. Be on time at the designated school bus stops-keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular stop.

While on the bus, students should:

1. Keep all parts of their body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seat's etc. must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Never throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching railroad crossing stops.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:

1. Go to at least ten (10) feet in front of the bus stop, check traffic, wait for the bus drivers' signal, then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

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 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 enter through the office and sign in.
- 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 other 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)

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

Make-up assignments during the period of suspension will be put on a special assignment form. These assignments will be made available to the parent(s) to pick up at the school at a reasonable designated time. 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 nonappealable 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 nonappealable.

(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> <b>Defining Problematic Behaviors for SWIS</b> <b>Minor Behaviors</b>		
Minor Problem Behavior	Definition	Example/Board Policy
Defiance (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 (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 (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 (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 (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 (M-Mscdt)	Student engages in any other minor problem behaviors that do not fall within the above categories.	Lying, PDA, plagiarism, cheating, forgery, etc.
Physical Contact/ Physical Aggression (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 (M-Tardy)	Student arrives at class after the bell (or signal that class has started).	Student arrives after the tardy bell rings and the classroom door is shut. (becomes major at 4th/8th tardy)

Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Use of cell phone during prohibited times, puts away/turns phone over when asked
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<b>Chickasha Middle School</b> <b>Defining Problematic Behaviors for SWIS</b> <b>Major Behaviors</b>		
Major Problem Behavior	Definition	Example/Board Policy
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 (Threats) 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>  <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>
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) 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; including instigating or promoting misconduct among others.	Continuous exhibiting of behavior causing constant disruption
Theft (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, etc.
Gang Affiliation Display (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 (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 Towards Staff (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 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 (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 (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 (ATDTRD)	Student is <b>continually</b> late (as defined by the school) to class or the start of the school day	Classroom tardies become a major at the 4th and 8th tardy of the current nine weeks
Technology Violation (TCHVIO)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Using cell phone when not allowed (classroom/hallway) and refuses to give cellphone to teacher when prompted.
Truancy (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/ Distribution (ALC)	Student is under the influence, in possession of, or distributing alcohol.	<b>See page 33</b>
Combustibles Use/Possession (SCTHRTOTH) 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 33</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

## 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** - 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. The district will not be responsible for any financial obligations with these 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.

<b>1st offense</b>	will receive 5 days suspension + 5 days night ISS followed by 5 days ISSR parent and authorities notified; <i>if night ISS is not available the consequence will be 10 day suspension + 5 days ISS</i>
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2nd offense	will receive 10 days suspension + 10 days night ISS followed by 10 days ISS parent and authorities notified; <i>if night ISS is not available the consequence will be 20 day suspension + 10 days ISS</i>
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.
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**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 TOWARDS STAFF (TEACHER, COACHES, STAFF MEMBERS OR ADMINISTRATORS):**

1st offense	Student could be suspended the remainder of the semester plus the following semester, authorities and parents contacted
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**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.*

**CELLULAR PHONES:** Cell phones should remain off and zipped up in a purse or backpack. Students are allowed to have their cellphones out at lunch only.

1st offense	could receive Verbal warning or lunch detention
2nd offense	could receive 1 days ISS
3rd offense	could receive 2 days ISS

**COMBUSTABLES:** (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
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**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:

<b>1st offense</b>	No Contact Contract put in place. The student may be subject to immediate removal from school for a minimum of 3 days.
<b>2nd offense</b>	could receive 5 days suspension
<b>3rd offense</b>	could receive 10 days suspension
<b>4th offense</b>	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/THREATS AGAINST STAFF MEMBERS (TEACHERS, COACHES, ADMINISTRATORS, ETC.):**

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

**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)

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

**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

**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 offense	Length of suspension to be determined by the principal or his/her designee

**THREATS TO HARM SCHOOL, STUDENTS OR STAFF:**

1st offense	Parents and authorities notified; student. 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.**