

# LINCOLN SCHOOL INTERMEDIATE CENTER



## STUDENT HANDBOOK 2025-2026

103 Dakota  
Chickasha, OK 73018  
Website: [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us)

Phone: 405.222.6520

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

Jennifer Phillips, Assistant Principal  
[jphillips@chickasha.k12.ok.us](mailto:jphillips@chickasha.k12.ok.us)

Keeping It Real  
Respect, Expectations, Attitude, Learning



Office Hours: Monday-Friday  
8:00 A.M.- 4:30 P.M.

900 W. Choctaw  
Chickasha, OK 73018

Phone: 405.222.6500  
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
Tammy Swinburne	Special Services Coordinator
Jerry Don Bray	Director of Student Activities
Dan Turner	Director of Maintenance and Transportation
Joe Molder	Director of Technology

#### BOARD OF EDUCATION

Zack McGill	President, Seat 3
Robyn Morse	Member, Seat 4
Laurie Allen	Member, Seat 2
Cara Gerdes	1st Vice President, Seat 1
Dr. Christy Clift	2nd Vice President, Seat 5

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

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## **Notice of Nondiscrimination**

District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This includes the prohibition of acts of antisemitism, including harassment and discrimination against Jews in compliance with Title VI of the Civil Rights Act of 1964 and antidiscrimination regulations provided by the United States Department of Education (USDE) and the United States Department of Justice.

Antisemitism is defined by the international Holocaust Remembrance Alliance as a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their

property, toward Jewish community institutions and religious facilities. Harassment of or discrimination against students or employees or resulting from instructional policies or programs on campus that are motivated by or include antisemitic intent, will be treated in the same manner as racially motivated discrimination. District will follow the reporting process established by the Oklahoma State Department of Education (OSDE)'s Title VI Coordinator.

All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BI - Civil Rights.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

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

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

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

Office for Civil Rights

U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

Telephone: (816) 268-0550

Fax: (816) 268-0599

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

# CHICKASHA 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.

## Lincoln School Intermediate Mission Statement

The mission of Lincoln School Intermediate Center is to create for all students an educational experience that prepares them for college and career readiness.

## LINCOLN CREED

I AM A LINCOLN LION  
I AM UNIQUE AND SPECIAL  
TODAY I WILL DO MY BEST  
I AM RESPONSIBLE FOR MY OWN BEHAVIOR  
I CAN LEARN  
I AM LOVED  
I WILL SUCCEED  
I AM PROUD TO BE ME  
I HAVE THE HEART OF A LION  
AND THE VISION OF A FIGHTIN' CHICK  
I AM A LINCOLN LION  
HEAR ME ROAR!!

Lincoln Start Time-8:35 AM

Dismissal Time-3:35 PM

# LINCOLN SCHOOL INTERMEDIATE EVENTS

## 2025-2026

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

## GENERAL SCHOOL INFORMATION

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

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### ACTIVITIES

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

### ASSEMBLIES

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

### ATHLETICS

It is strongly believed by the teachers and coaches at Lincoln School Intermediate 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. There are eligibility requirements to participate in an Chickasha Public School extracurricular programs.

### ATHLETIC SAFETY PROCEDURES

All CPS student tickets are free to all sporting events. Student must be wearing CPS attire and have their student ID.

Any student, 8th grade and under, must be accompanied by a parent or guardian to enter into the stadium.

Fans should remain on their own team's side.

Elementary students will be able to play in designated area at the north end of the stadium. Middle and High School students should be in the stands, if not going to the restroom or concession stand.

CPS reserves the right to deny entry and the right to remove anyone from the premise for any reason.

Administrators (site & district), SROs, and deputies will be present and providing supervision for your safety,

No pets, no outside food or drink, no weapons, and no outside containers allowed.

### ATTENDANCE POLICY

The Chickasha Public Schools Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each

semester to receive a credit/grade for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case-by-case basis.

### **Neglect or Refusal to Compel Child to Attend School**

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.

### **[Board Policy EC Attendance](#)**

#### **Absences:**

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

1. **Excused Absences**-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 **within two (2) days of 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-** Absences that do not meet the criteria of an excused absence will be considered unexcused. It is the responsibility of the parent or guardian to call in on time.
3. **School Activity Absences** is defined as a school-sponsored event.

#### **Absence Notification:**

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

### **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 each morning in the cafeteria. Students will not be permitted in the main building during breakfast unless under the supervision of a staff member.

Students may bring their lunches or they can choose from a regular lunch. Students are required to remain in the designated areas during lunch. All Chickasha Public School students, PK-8 eat both breakfast and lunch for free.

### CHECKING IN AND OUT OF SCHOOL/ATTENDANCE

Students arriving after the first hour begins must report to the attendance office to obtain an ADMIT TO CLASS slip. The ADMIT TO CLASS slip is not necessarily an excused tardy. If your student will not be in attendance, please contact the school on the day of the absence. If your child needs to check out of school, please come to the office with identification to sign out your child.

### CHEMICAL ABUSE POLICY

The use and unlawful possession of illicit drugs and/or alcohol is wrong and harmful. 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.

### CLOSURES

Closure of school due to weather conditions or other unforeseen events will be communicated in a number of ways. It is our goal to give parents as much notice as possible. School 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.

### 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). Conference dates are determined by the district.

### 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.

No teacher, administrator, or other employee of the District shall require or make part of a course the following concepts:

- A. One race or sex is inherently superior to another race or sex,
- B. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- C. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- D. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- E. An individual's moral character is necessarily determined by his or her race or sex,
- F. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- G. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- H. Meritocracy or traits such as hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Students, parents, teachers, school staff, and members of the public may file a complaint alleging a violation of 70 O.S. §24-157 or 210: 10-1-23.

District designates Jennifer Stegman to receive reports of violations of this policy. District will ensure that the employee is unbiased and free of any conflicts of interest. Jennifer Stegman may be reached via email at [jstegman@chickasha.k12.ok.us](mailto:jstegman@chickasha.k12.ok.us) or via telephone at (405)222-6500.

[Board Policy BR Critical Race Theory](#)

[Board Policy BR-F1 Prohibition of Discrimination Complaint Form](#)

### 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. Repeated offenses may be considered insubordination, and will be disciplined as such, in accordance with discipline procedures outlined in the student handbook.

- \*Undergarments are not to be visible.

- \*Due to safety concerns, hoods on outerwear/hoodies cannot be worn.

- \*Vulgar speech and alcohol/drugs are not protected speech.

### [Board Policy EH Student Dress Code](#)

## **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. (FM) 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 beginning of each week to determine if a student is eligible for extracurricular activities. A student must be passing in all subjects he/she is enrolled in. 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 Monday mornings. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than Thursday. Any work turned in after that designated time may not be counted for eligibility for the following week. The coach or sponsor will notify a student who is on probation or is ineligible. A sponsor, a director of an activity, or a coach of a sport will not be permitted to question any teacher about an ineligible or probationary student. It is the student's responsibility to confer with his/her teacher if there is a question about eligibility status. If the questions cannot be resolved, the matter may be referred to the principal, athletic director, or principal's designee.

## **EMERGENCY DRILLS**

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

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

### **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, DRINK, Or GUM**

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

### **FUNDRAISING CAMPAIGNS**

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

### **GRADE RETENTION OR COURSE FAILURE**

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

[Board Policy ED Grading, Promotion, Retention, Graduation](#)

### **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, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision to the Board of Education. The Board of Education shall hear grade retention appeals only following a required parent/teacher conference, and the decision of the Board shall be final.

### **GRIEVANCE PROCEDURE**

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

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

### **GUIDANCE SERVICES**

Please notify our counselor if a student is in need of special guidance services. They can be reached at 405-222-6520. You are encouraged to request any grade checks directly through your student's classroom teacher via email or through the student information system parent portal.

### **HEALTH SERVICES/ILLNESS PROTOCOLS**

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

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

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

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

### **ILLNESS PROTOCOLS**

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

See Board Policy BD.

#### **Symptoms**

- **Bed Bugs:** If a suspected bed bug is found on a student, the student will not be sent home from school, but the parents or guardians will be notified. The steps outlined in the District Regulation will be followed. See BD-R3
- **Cough/Cold Symptoms:** Students with cough or cold symptoms may need to stay home and possibly see their healthcare provider. Common cold symptoms include: stuffy or runny nose, sneezing, cough, congestion, body aches, chills, and headache. When several cold symptoms are combined, it can indicate a more serious infection, and the student may need to see their healthcare providers for further testing and/or treatment.
- **Eye Inflammation or Discharge:** If a student's eyes are red, tender, or swollen with a cloudy, yellow/green drainage, and matted eyelids after sleep, they may need to see their healthcare provider for recommendations and/or treatment. These symptoms can indicate conjunctivitis/pink eye, and be highly contagious. If a student is diagnosed with bacterial conjunctivitis, they may return to school 24 hours after treatment has begun.

- **Fever 100.4 Degrees or Above:** Students should be fever-free and off all fever-reducing medication for at least 24 hours prior to returning to school.
- **Head Lice:** According to Oklahoma State Law, "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public...school until such time as he/she is free from the contagious disease or head lice." Head lice is not a serious communicable disease; however, it has serious educational, social, and economic effects on the student and family. The parent may be contacted to treat the child prior to returning to school.
- **Rash/Spots:** Students with an unknown rash can not attend until their healthcare provider says it is safe to do so. Those with ringworm, scabies, impetigo, or other skin infections may return to school 24 hours after appropriate treatment. The affected area should be covered if possible.
- **Sore Throat or Tonsillitis:** A sore throat could be a symptom of a more serious illness. If diagnosed with strep throat, the student may return to school 24 hours after antibiotic treatment begins if feeling well.
- **Vomiting or Diarrhea:** Students should be kept home for 24 hours following the last episode of vomiting or diarrhea without the use of medication(s) to relieve symptoms. They may attend school if they have a single episode of vomiting or diarrhea that happens without any other symptoms.

## **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 birthdates, and pictures.

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

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

**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.

#### [Board Policy BJ Internet Access and Acceptable Use Policy](#)

### **LIBRARY**

Library Materials: 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.

[Board Policy EL Library Materials](#)

[Board Policy EL-R2 Criteria for Consideration of Library Materials](#)

[Board Policy EL-R2-F1 Complaint Regarding Content form](#)

[Board Policy EL-R2-F2 Report of Reconsideration of Library Materials](#)

### **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**

Students are given two days for each day 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.

### **Medication**

Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not be in possession of or self-administer any medication unless written permission is granted by District upon written request of the parent.

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

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

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

### **Money at School**

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

### **Nondiscrimination**

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

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

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

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

Office for Civil Rights  
US Department of Education  
One Petticoat Lane



1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
Telephone: (816) 268-0550  
Fax: (816) 268-0599  
Email: OCR.KansasCity@ed.gov

### **Parent Bill of Rights**

Parent bill of rights which reserves a specific rights to parents including the right to direct the education of a minor child and all rights of parents identified in Title 70 of the Oklahoma Statutes including:

- The right to access and review all school records relating to the minor child
- The right to direct the upbringing of the minor child
- The right to direct the moral or religious training of the minor child
- The right to make healthcare decisions for the minor child, unless otherwise prohibited by law
- The right to access and review all medical records of the minor child unless prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released
- The right to consent in writing before a biometric scan of the minor child is made, shared or stored
- 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 1-564.1 of Title 63 of the Oklahoma Statutes, or unless authorized pursuant to a court order
- 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 the purpose related to legitimate academic or extracurricular activity, a purpose related to a regular classroom instruction, security or surveillance of buildings or grounds, and photo identification cards
- 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.

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.

### **PARENT VOLUNTEERS**

If you would be interested in working on certain activities throughout the year, please notify Lincoln School Intermediate @ 405-222-6520. 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 Lincoln School Intermediate an example of a community at work. Prior to participation in any class activity, parents, guardians, and/or volunteers are required to complete a volunteer application and are subject to a background check.

### **PERSONAL ELECTRONIC DEVICES**

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

Personal electronic devices include any personal device that is capable of connecting to a smart phone, the internet, a cellular or Wi-Fi network, or another similar device. This includes, but is not limited to, smart watches, ear buds, headphones, I-Pads, tablets, gaming devices, cellular phones, and smart glasses. This does not include school-issued or school-approved devices that are limited for use for classroom instruction only.

The following protocols must be followed at all times during the school day (first bell to last bell).

1. Personal electronic devices must be turned off and put away from the first bell ringing to start the school day until the final dismissal bell at the end of the school day.
2. Personal electronic devices are not permitted to be used during instruction, at lunch, passing periods, on the playground, restroom breaks or any other time during the school day.
3. Site administration will determine the method for how cell phone devices should be stored during the school day (backpacks, bags, or lockers) which will be stated in the student handbook.

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

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

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

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

### **REPORTING ABUSE OR NEGLECT**

Every person, private citizen or professional who has reason to believe that a child under the age of 18 is being abused or neglected is mandated by law to promptly report suspected abuse to the Oklahoma Department of Human Services (DHS) 1-800-522-3511. Likewise, law enforcement will be notified when there is reason to believe a criminal act has occurred.

### **RESTROOMS AND CHANGING AREAS**

Restrooms and Changing Areas: In accordance with 70 O.S. § 1-125, every multiple occupancy restroom or changing area on District property shall be designated for the exclusive use of the male sex or for the exclusive use of the female sex. District will provide a reasonable accommodation for individuals who do not wish to comply with this policy,

which may include a single occupancy restroom or changing room. The provisions of this policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering under the following circumstances: 1) for custodial, maintenance, or inspection purposes; 2) to render emergency medical assistance, including, but not limited to, assistance with hygienic needs and/or disciplinary issues; or 3) if a suitable meeting room or area is unavailable, a coach may enter a locker room or changing area before, during or after a schoolsponsored athletic activity provided that:

1. all students present are fully clothed;
2. the coach is accompanied by at least one additional adult at all times; and
3. any coach who is the opposite sex of the students present is accompanied by at least one adult of the same sex of the students present who is not a current high school student.

I. Discipline. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

- a. Students: Students may be subject to disciplinary methods listed in the student discipline code.
- b. Staff: Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
- c. Patrons: Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

### [Board Policy BC Safety Programs](#)

### SAFE CALL

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

### SEARCH OF STUDENTS

**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.

[Board Policy EJ Student Searches](#)

### **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.

[Board policy BO service animals](#)

[Board Policy BO-F Service Animal Agreement form](#)

### **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**

Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes. Student participation in student activities shall be voluntary and in accordance with any Administrative Regulations governing such participation. In order to be excused from classes to participate in student activities which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all Administrative Regulations governing such participation.

Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. Any out-of-state travel must be approved by the Board.

[Board Policy EE Student Activities](#)

## 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.

## 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:** Parent/teacher conferences of all students with 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:** Lincoln School Intermediate 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:** Lincoln School Intermediate will cooperate with Chickasha's elementary feeder school and participate in enrollment and transition of those students. The Sixth (6<sup>th</sup>) Grade will participate in transition and orientation activities to Chickasha Middle 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.

**BUS RIDER EXPECTATIONS**

1. Safety First
  - \*All rules will be followed to keep students and drivers safe
  - \*Remain away from the street upon arrival of the bus. Students should always follow the Driver's instructions when loading and unloading the bus.
2. Respect the Driver and other bus riders
  - \*The Driver has the same authority as a teacher
  - \*Talk quietly and do not distract the Driver.
  - \*Never disrespect other riders, use foul language, or throw anything on or out of the bus.
3. Stay seated at all times
  - \*Your feet and knees should be out of the aisle and your back against the seat.
  - \*All belongings should be out of the aisle.
4. Keep hands and feet off others and away from windows and doors.
5. School rules still apply.
  - \*The student code of conduct still applies while on the bus.
  - \*Students will be disciplined for not obeying rules.
6. Respect the bus

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

\*Food and drink are not allowed on the bus

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

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

### 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. (GJ) 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.
- Any visitor to the school must report to the office of the principal upon arrival at the school to sign in and receive a visitor's pass.
- 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 a safe 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/Afterschool 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
- No contact contracts
- 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 LINCOLN SCHOOL INTERMEDIATE 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.
- (C) **Afterschool detention**-This detention is assigned by an administrator to be fulfilled afterschool for a determined period of time.

### In-School Suspension (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 may 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.

## SUSPENSIONS

(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/or verbally, when possible, of the suspension. Students upon returning to school from suspension will be required to meet with the school counselor for strategies to keep from repeating the behavior.

### 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.

**Appeal of Short Term Suspensions (Board Policy EK):** A student suspended for a period of ten (10) or fewer school days, 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.

### Appeal of Long Term suspension

Appeal of Long-Term Suspensions: 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.ision by voting to uphold, modify, or revoke the decision of the District Review Committee.

[Board Policy EK Student Suspension Information](#)

[Board Policy EK-F1 Suspension Statement](#)

[Board Policy EK-F2 Notice Short Term Suspension](#)

[Board Policy EK-F3 Long Term Suspension](#)

[Board Policy EK-F4 Hearing Request](#)

[Board Policy EK-R1 Student Due Process](#)

[Board Policy EK-R1-F1 Due Process Hearing](#)

[Board Policy EK-R2 Right to Appeal](#)

[Board Policy EK-R2-F1 Notice of Appeal to Board of Education](#)

### 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 principal's 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, and assist in the resolution of the issue and be authorized to make suspensions in the absence of the principal. (Reference: O.S. 70-24-102)

# *Lincoln School Intermediate Center*

## *Keeping it REAL*

	Classroom	Cafeteria	Restroom	Playground	Hallway	Bus	Assembly
<b>R</b> Respect	*Be a respectful listener  *Give your effort and arrive ready to learn	*Clean up after yourself  *No sharing of food	*Return quickly to class  *Maintain personal space	*Respect others  *Be a problem solver and resolve conflicts fairly	*Maintain personal space  *Keep the hallways clean	*Keep hands and feet to self  *Be respectful	*Set a good example to others  *Focus on the speaker
<b>E</b> Expectations	*Stay on task  *Use materials appropriately	*Walk in line  *Place all trash in trash cans	*Keep hands and feet to self  *Clean up after yourself	*Keep hands and feet to self  *Report issues to an adult	*Keep hands and feet to self  *Stay on the right hand side	*Seat to seat, back to back while riding  *Stay seated and be ready for your stop	*Stay seated at all times  *Sit quietly, keeping hands and feet to yourself
<b>A</b> Attitude	*Follow directions  *Be helpful and positive to others	*Use a quiet voice  *Use good table manners	*Allow for privacy of each person  *Use a quiet voice	*Use appropriate language  *Agree on rules	*Be courteous to others  *Be quiet near classrooms	*Use a quiet voice  *Use appropriate language	*Stay quiet during performances  *Be an active listener
<b>L</b> Learning	*Be prepared to do your job  *Be honest	*Use time wisely  *Don't waste	*Use paper products wisely  *Don't waste soap or paper products	*Play fair and make good choices  *Line up at first call	*Move quietly and return to class promptly  *Make safe choices	*Learn the bus rules  *Keep items in your backpack	*Keep an eye on your teacher for instructions  *Applaud at appropriate times being encouraging to the presenters

# Lincoln School Intermediate Student Handbook

## Minor/Major Behavior Definitions

Lincoln School Intermediate Defining Problematic Behaviors Minor Behaviors		
Minor Problem Behavior	Definition	Example/Board Policy
Defiance (M-Defiance) Insubordination (M-Insub)	Student engages in <u>brief</u> or <u>low-intensity</u> failure to follow directions and/or routines that temporarily distracts students from learning. Negative, oppositional, or disrespectful language that interrupts instruction.	Head down, ignoring teacher, refusing to complete task, tantrums, refusal or not completing work
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
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)

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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Lincoln School Intermediate Defining Problematic Behaviors Major Behaviors		
Major Problem Behavior	Definition	Example/Board Policy
Obscene Language/Gestures 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/vulgarities, gestures, racial slurs, or abusive language directed towards staff members.	Using inappropriate language in threatening manner or obscene gestures toward staff member
Verbal Abuse towards Peers (OBSLANG)	Use of obscenities/vulgarities, gestures, racial slurs, or abusive language directed towards peers.	Using inappropriate language in threatening manner or obscene gestures toward peers
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>	



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 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	
Physical Aggression (M-Contact)	Student engages in aggressive actions towards peers	Physical aggression towards peers when peers do not fight back, shoulder checking, hitting, any other physical contact
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
Inappropriate Display of Affection (OBSIDAF)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	Groping, sexual encounters, sexually written material, etc.
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. Including but not limited to technology such as Chromebooks, smartboards, etc.	Could result in contact of CPS Resource officer and charges filed for restitution
Technology Violation (TCHVIO)	Student engages in continuous inappropriate (as defined by school) use of technology devices.	Using technology when not allowed (classroom/hallway) and refuses to stop.
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.	Purposefully skipping class (remaining on campus or leaving

	(Compulsory Education Law of the State of Oklahoma, Sec. 196 of Title 10)	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.	
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.	
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, vapes, etc.
Tobacco Use/Possession/Distribution (TBC)	Student is using, distributing, or has tobacco in their possession.	smoking, dipping, chewing, vapes, 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 Lincoln School Intermediate 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 the district LPC counselor, outside 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.

ALCOHOL AND DRUGS-DISTRIBUTION:

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

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 TOWARDS STAFF (TEACHER, COACHES, STAFF MEMBERS OR ADMINISTRATORS):

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

BATTERY 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.*

BUS DISORDERLY CONDUCT

Level 1 Offense	Driver	1st Referral	2nd Referral
• Refusal to Cooperate	Verbal	Parent Call	Parent call and 1-6

<ul style="list-style-type: none"> <li>• Making unnecessary noise</li> <li>• Refusal to stay properly seated</li> <li>• Lack of respect for another student/monitor/driver</li> <li>• Littering, eating, or drinking anything but water on the bus</li> </ul>	warning and seat change	and 2-5 days suspension from riding the bus	weeks suspension from riding the bus
Level 2 Offense		1st Referral	2nd Referral
<ul style="list-style-type: none"> <li>• Physical Altercation</li> <li>• Harassing, bullying, or racist language toward another student/monitor/driver</li> <li>• Tampering with bus equipment</li> <li>• Hopping over or crawling under bus seats</li> <li>• Offensive language towards another student/monitor/driver</li> <li>• Throwing item(s) of any kind at another student/monitor/driver or out of the bus</li> <li>• Vandalizing the property of another student or the bus</li> <li>• Possession of tobacco or vaping products/cartridges</li> </ul>		Parent Call and 1-6 weeks suspension from riding the bus	Parent Call and Suspension of bus privileges for the remainder of the current semester and/or current school year.
Level 3 Offense <ul style="list-style-type: none"> <li>• Assaulting another student</li> <li>• Deliberate vandalism of the bus</li> <li>• Bringing weapons on the bus</li> <li>• Touching intimate body areas of one's self or another person</li> <li>• Threats of any kind</li> <li>• Exiting the bus through window or rear door</li> <li>• Possessing or distributing explicit photos or materials</li> <li>• Causing bodily harm to a student/monitor/driver</li> </ul>			ONLY REFERRAL Parent Call and Suspension of bus privileges for the remainder of the semester and/or current school year.

CELL PHONES: See Personal Electronic Devices

COMBUSTABLES: (Same penalties as for Arson)

DISORDERLY CONDUCT:

1st offense	Could receive 1-3 day ISR and/or afterschool detention
2nd offense	Could receive 3-5 day ISR and/or afterschool detention

Any other offense	Length of suspension to be determined by the principal or his/her designee
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**DRESS CODE VIOLATIONS:** A parent will be called and a change of clothing will be brought to the student. Repeated violations will result in further disciplinary actions.

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

1. Any such act may 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, authorities and parents contacted
2nd offense	Could receive 10 day suspension, authorities and parents contacted
Any other offense	Length of suspension to be determined by the principal or his/her designee

**FIGHTING SPECTATORS/INSTIGATORS:** Any student who is instigating, videoing, or not getting help.

1st offense	Could receive 2 day suspension or 4 days ISR/afterschool detention parents contacted
2nd offense	Could receive 4 day suspension or 8 days ISR/afterschool detention parents contacted
Any other offense	Length of suspension 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: BULLYING

##### See full CPS Board Policy in the Appendix

It is the 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 affect the good order, efficient management, and welfare of the District. The Administration will develop and implement appropriate regulations regarding bullying. (Board Policy EI)

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

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

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

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and document the incident along with parent notification. Place the student on a probationary period reasonable to the situation if found in violation of the above policy. **The following procedures may be used according to the principal's or his/her designee:**
  - A. A No Contact Contract put in place.



- B. The student will be subject to immediate removal from school for a minimum of 3 days.
- C. The student's parent(s)/guardian will be notified.
- D. The Chickasha Police Department could be notified.
- E. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: Police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
- F. If the parent agrees to counseling for the student, his/her suspension will be reduced by the building administration. The school site will approve an appropriate counseling agency. After an evaluation the counseling agency will be asked to make a written recommendation to the school concerning the student's re-entry.

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

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

1st offense	Could receive 5 day suspension
2nd offense	Could receive 10 day suspension
2nd offense	Could receive out-of-school suspension for the remainder of the semester/one (1) semester

**HARASSMENT/BULLYING/THREATS AGAINST STUDENTS**

[Board Policy EI Student Code of Conduct](#)

[Board Policy EI-R1 Bullying](#)

1st offense	Could receive 5 day suspension
2nd offense	Could receive 10 day suspension
3rd offense	Could receive out-of-school suspension for the remainder of the semester/one (1) semester

**HAZING**

[Board Policy EI Student Code of Conduct](#)

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

### Hazing, Prohibited

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

### INSUBORDINATION:

1st offense	Could receive 3 days ISR/afterschool detention with parent contact
2nd offense	Could receive 3-5 days suspension with parent contact
Any other offense	Length of suspension to be determined by the principal or his/her designee

### MISCONDUCT: (Minor offenses)

1st offense	Could receive 1-3 days ISR and/or afterschool detention with parent contact
2nd offense	Could receive 3-5 days ISR and/or afterschool detention with parent contact
3rd offense	Could receive 3 days suspension with parent contact
Any other offense	Length of suspension to be determined by the principal or his/her designee

**OBSCENE LANGUAGE/PROFANITY/GESTURES TOWARDS PEERS:**

1st offense	Could receive 1-3 days ISR and/or afterschool detention with parent notification
2nd offense	Could receive 3-5 days suspension with parent notification
Any other offense	Length of suspension to be determined by the principal or his/her designee

**PERSONAL ELECTRONIC DEVICES** All electronic devices are to be kept in student backpack.

1st offense	Verbal warning-parent contacted
2nd offense	Personal electronic device turned in to the principal or his/her designee-parent contacted
3rd offense	Could receive 1-3 days of ISR-parents contacted
4th offense	Could receive 3-5 days of suspension-parents contacted

**PHYSICAL AGGRESSION TOWARDS PEERS:**

1st offense	Could receive 3-5 suspension with parent notification
2nd offense	Could receive 5-10 days suspension with parent notification
Any other offense	Length of suspension to be determined by the principal or his/her designee

**SEXUAL HARASSMENT:**

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

TECHNOLOGY VIOLATION (Inappropriate use):

1st offense	Loss of chromebook privileges for one day-parents notified
2nd offense	Loss of chromebook privileges for one week-parents notified
Any other offense	Loss of chromebook privileges to be determined by the principal or his/her designee-parents notified

THEFT:

1st offense	Could receive 3 days ISR and/or afterschool detention, authorities and parents contacted
2nd offense	Could receive 3 day suspension, 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

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

1st offense	Could receive 3 days suspension, parents notified
2nd offense	Could receive 5 days suspension, parents notified and possible ticketing by Chickasha Police Department
Any other offense	Length of suspension to be determined by the principal or his/her designee

TRUANCY:

1st offense	Could receive 3 days ISR and/or afterschool detention, parents notified
2nd offense	Could receive 3 days suspension, 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.	The Chickasha Public Schools will request the District Attorney's Office to file appropriate charges based upon a signed complaint.
3.	The student may 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 may not be allowed to return to school in any event until arrangements for restitution have been made with a school official.

**VERBAL ABUSE TOWARDS ANY STAFF MEMBER (INCLUDING, BUT NOT LIMITED TO PROFANITY/RACIAL SLURS/GESTURES):**

1st offense	Could receive 3 day suspension, parents notified
2nd offense	Could receive 5 day suspension, parents notified
3rd offense	Could receive 10 day suspension, parents notified
Any other offense	Could receive long-term suspension

**VERBAL ABUSE TOWARDS PEERS (INCLUDING BUT NOT LIMITED TO PROFANITY/RACIAL SLURS/GESTURES):**

1st offense	Could receive 3 day suspension, parents notified
2nd offense	Could receive 5 day suspension, parents notified
3rd offense	Could receive 10 day suspension, parents notified
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.

## 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.

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

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

## APPENDIX

# Chickasha Public Schools

EI-R1

## DISTRICT REGULATION

### BULLYING

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

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

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

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

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

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

or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

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

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



sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment.

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

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

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

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

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

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

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

**Investigative Procedures:**

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

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

parents or guardians of a victim, if under 18 years old, of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

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

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

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

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