

# GRAND AVENUE ELEMENTARY SCHOOL



## STUDENT HANDBOOK

1415 Grand Avenue  
Chickasha, OK 73018

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

Phone: 405.222.6524 Fax: 405.222.6565

Kathy Wenzel, Principal  
[kwenzel@chickasha.k12.o.us](mailto:kwenzel@chickasha.k12.o.us)

Amy Adams, Assistant Principal  
[aadams@chickasha.k12.ok.us](mailto:aadams@chickasha.k12.ok.us)

# TOGETHER WE MAKE THINGS GRAND



Office Hours: Monday-Friday  
7:20 A.M.- 4:00 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	Coordinator of Special Services
	Director of Federal Programs
Milton Bowens	Coordinator of District Curriculum
Joe Molder	Director of Technology
Jerry Don Bray	Director of Student Activities
Dan Turner	Director of Maintenance and Transportation

## BOARD OF EDUCATION

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

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

## CHICKASHA PUBLIC SCHOOLS' MISSION STATEMENT

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

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The Chickasha Public School is an equal opportunity employer and will abide by all pertinent State and Federal laws, and all applicable EEOC regulations. Further, no person employed by or served by the Chickasha Public Schools shall be discriminated against based on the grounds of race, color, religion, sex,

national origin, qualified disability or veteran. Inquiries regarding the application of this policy may be referred to Jennifer Stegman, Chickasha Public Schools, 900 W. Choctaw, Chickasha, OK, 73018. The telephone is 405-222-6500.

Dear Grand Families,

It is my pleasure to welcome you to Grand Avenue Elementary for the 2024-2025 school year. It is my hope that you and your child will have a rewarding experience.

In order for school to be a place for children to learn and grow, it is essential to create an environment of mutual respect. We want school to be a place to experience the excitement of learning, a place where the students, parents and school staff form a partnership. Working together, there is no limit to what we and our children can achieve. Please take the time to read through the student handbook with your children so they will be aware of our GRAND expectations for them.

Through the years some tough decisions that were made ended up working in the best interest for our students and staff. One of these being utilizing our camera and speaker for early checkouts, checking in late students, delivering items to students, etc. We will continue with this policy for the safety of students and staff. However we most certainly allow parents back in the building for parties, assemblies, events, etc. Please remember to always bring your license or ID with you to enter or check out a student. Be sure to look for more information from your student's teacher in the near future. Together with your understanding and patience, we will make this a grand year.

If you have any questions, please call (405) 222-6524.

Sincerely,  
Kathy Wenzel, Principal

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## GRAND ELEMENTARY MISSION STATEMENT

The mission of Grand Avenue Elementary is to teach students to think with their heads, work with their hands, and care with their hearts.

## SCHOOL HOURS

Building open for students	7:20 A.M. (subject to change)
Breakfast	7:20 A.M.
Classes Start	7:50 A.M.
Pick-up	2:50 P.M.

# Grand Avenue Elementary Events 2024-2025

(Grand may add other important dates throughout the school year.)

Meet the Teacher	August 13, 4:30 - 6:00
First Day of Classes	August 15, 2024
Labor Day/No School	September 2, 2024
Parent/Teacher Conferences *see Conferences p. 37 for specific conference dates	September 16 & 19, - 3:00-6:30 pm We will be closed on Sept 20
Teacher Professional Day/No School	September 23, 2024
End of First Nine Weeks	October 16, 2024
Fall Break/No School	October 17, & 18 2024
Thanksgiving Break/No School	November 25 -29, 2024
End of Second Nine Weeks	Decembers 20, 2024
Winter Break/No School	December 23 -Jan 3, 2024
Teacher Professional Day/No School	January 6, 2024
Classes Resume	January 7, 2025
Martin Luther King Day/No School	January 20, 2025
Parent/Teacher Conferences *see Conferences p. 37 for specific conference dates	February 11 & 13, 2025 3:00-6:30 pm Feb 14th no school
End of Third Nine Weeks	March 14, 2025
Spring Break/No School	March 17 - 21, 2025
Start of Four Day Weeks	April 4, 11, 18, 25, May 2, 9, 16 no school
End of Fourth Nine Weeks/Last Day	May 22, 2025
CHS Graduation	May 23, 2025

# GENERAL SCHOOL INFORMATION

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

## ATTENDANCE AND MAKE-UP WORK

(Board Policy EC)

The board of education believes that in order for students to realize their fullest potential from educational effects, 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 credit/grade for any course/class 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.

### **Absences:**

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

1. **Excused Absences** from school will be allowed for the following reasons, providing a phone call to the **Attendance Office** from the parent or guardian is made **on the day of the absence:**
  - Illness
  - Doctor or dentist appointment
  - Funerals
  - Emergencies (Family)
  - Recognized religious holidays
  - Statements or appointment cards from doctor or dentist must be presented to the Attendance Office.
2. **Unexcused Absences/Unverified** are given if no phone call to the Attendance Office is made. If no phone call is received by, at most, two days **after** an absence, the absence will remain unexcused/unverified. **It is the responsibility of the parent or guardian to call in on time.**
3. Students arriving after 9:09 am will be counted absent for the morning. A student who arrives at 7:50 am must remain at school until 10:20 am to be counted as present for the morning. The students must be present by 12:45 pm to be counted present for the afternoon. Students who are present at 11:30 am must stay until 1:40 to be present for the afternoon. Also students leaving school before 1:40 pm will be counted absent for the afternoon. This will be counted against perfect attendance.

### Make-up School Work:

- Students who are absent from school shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class. Students are given 2 days for every day missed to complete the classwork assigned while they were absent.
- When a student is absent, the parent or guardian should call the attendance office before noon the day of the absence, if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence.

## TARDINESS

Students are considered tardy when they arrive one minute after starting times (8:00 A.M.). **Students arriving late need to be checked into the office before going to class.**

- Tardiness will affect a student's opportunity to obtain perfect attendance.
- Students arriving between 7:21 - 9:00 am will be considered tardy for the morning.
- Students arriving between 11:41 am-12:54 pm will be considered tardy for the afternoon.

The new truancy law (HB 1975) states upon the 4<sup>th</sup> day or parts of days of unexcused absences within a four-week period or for ten days or parts of days within a semester shall be referred to the District Attorney. The District Attorney has the power to issue citations to parents after their child's fourth unexcused absence.

## **ARRIVAL PROCEDURES**

Children eating breakfast may arrive at 7:20 am. THE BUILDING DOES NOT OPEN UNTIL 7:20 AM -THERE ARE NO ADULTS AVAILABLE FOR SUPERVISION BEFORE 7:20 A.M. For your child's safety please do not bring them to school before 7:20 am. Students will go to their designated locations after they eat breakfast or go straight to the location if not eating until their teacher comes to get them for class at 7:45.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT RULE**

(Board Policy BC rev 22)

Following a mandate issued by the United States Congress in 1986, the U. S. Environmental Protection Agency has established the Asbestos Hazard Emergency Response Act (AHERA) Rule. The AHERA Rule provides guidelines for identification, monitoring, and management of asbestos-containing material (ACM) in all public and private schools from kindergarten through twelfth grade.

The Asbestos Inspection and Management Plan is designed to identify any presence of ACM and to provide a program to control those materials and prevent any risk to building occupants. The inspection results and the management plan are on file for public review and may be examined by contacting your building principal or by visiting the administration office at 900 W. Choctaw between the hours of 9:00 A.M. and 3:00 P.M. the days school is in session.

## **BIKE SAFETY**

Students must walk their bikes when they are on school property and sidewalks to and from the bike rack. They will also be required to walk the bike across all crosswalks. Bike riders will be dismissed with the walking students and will cross the streets with adult supervision. If these rules are not followed, students will lose their privilege to ride a bike to school. Chickasha Public Schools will not be responsible for lost or stolen bikes; therefore, it is recommended that students bring a lock to secure his/her bike to the rack.

## **BIRTHDAY OR PRIVATE PARTIES**

No invitations for private parties are allowed to be distributed, unless the whole class is included.

## **BREAKFAST AND LUNCH PROGRAM**

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

Each parent will be given an application for free and reduced lunches upon enrollment of their child. We are required to provide each parent this opportunity. A new application must be submitted at the beginning of each school year. Should you have a change in your family income or household size you may complete a new application at any time. Contact your school lunch fund attendant, principal, or the food department at (405) 222-6573 for more information.

In accordance with the Federal Healthy Kids Act, we strongly discourage students from bringing soft drinks in their lunches. Instead, we encourage students to make healthy choices when selecting items for their lunches. Check the school website [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us) for breakfast/lunch menus. In accordance with the Federal Healthy Kids Act, we strongly discourage

students from bringing soft drinks in their lunches. Instead, we encourage students to make healthy choices when selecting items for their lunches.

## CELEBRATIONS

- Grand Celebrations in the classrooms
- SunShine Time or grade level celebrations at the end of each month
- Bike drawings for perfect attendance (each 9 weeks)
- Perfect attendance field trip (at the end of the 1st three 9 weeks)
- Student of the Month (staff votes at the end of each month and student receives a gift card). Each Student of the Month will be entered into a drawing for Student of the Year and will receive a reward.
- Procedure Compliments (these are compliments from other adults about a class following procedures & teacher determines how many his/her class needs, they reach it, & teacher gives reward)
- Positive Referrals (These are referrals made by teachers to parents)
- Super Kids Day (the last day of the school year)

## CHILD FIND NOTICE

Under the Individuals with Disabilities Education Act and other federal laws, public school districts must make a free appropriate public 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 deafness, intellectual disabilities, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech or language impairments, traumatic brain injury, and visual impairment including blindness. Chickasha Public Schools is trying to find children 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.

## CHICKASHA PUBLIC SCHOOL DISTRICT PPRA NOTICE AND CONSENT/OPT OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or students parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes
- Illegal, anti-social, self-incrimination, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents;
- Income, other than required by law to determine eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. The School District will provide parents, within a reasonable period of time prior to the administration of any surveys and activities, notification of the surveys and activities and an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfer from parent to any student who is 18 years old or an emancipated minor under state law.)

## CLASSROOM PARTIES

Three class parties may be approved by the building principal during the year; in December, February, and at the end of the year. If for any reason you object to your child participating in these parties please contact the teacher.

Classes may have additional parties to celebrate goals accomplished and special rewards. These do not always coincide with the times and dates of traditional parties of the past.

**All food must be in prepackaged containers.** It is the policy of the board of education that any food brought to the school for such celebrations not be home-prepared. Food should be store-purchased and properly sealed and protected. The seals and wrappings of store purchased food items and drinks should be removed at school and distributed under the direction of the classroom teacher or his/her designee. We suggest healthy food replace sweets.

## **CLOSING OF SCHOOL FOR INCLEMENT WEATHER**

Closure of school due to inclement weather conditions will be announced by 6:30 A.M. on KOOL 105.5 Radio and all major Oklahoma City TV Stations. Closure of school will also be announced on the district website: [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us) and on Grand Elementary's Facebook page. An automated call will also be sent out from our school district. Parents and students are encouraged not to call the school, so building administrators will be able to implement safety procedures.

Please provide the school with current phone numbers so that you can be reached in case of school closure.

During Tornado Season we share safe rooms with Bill Wallace. The staff will have the students in the rooms if there is a threat of a tornado. Once the sirens have been sounded in town we will not be opening the rooms to allow students to leave. If you want to pick up your child, it must be before the sirens are sounded. There is no room for parents and other children. Please stay weather wise during these times.

## **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.

District designates Jennifer Stegman to receive reports of violations of this policy. District will ensure that the employee is unbiased and free of any conflicts of interest. Jennifer Stegman may be reached via e-mail at [jstegman@chickasha.k12.ok.us](mailto:jstegman@chickasha.k12.ok.us) or via telephone at (405)222-6500. See [Board Policy BR](#) & [BR-F1](#) for guidelines regarding a formal complaint.

## **CONDUCT AND DISCIPLINE PROCEDURES**

The staff at each elementary site works together to make discipline as fair and consistent as possible. Disciplinary actions depend on the nature, frequency, severity, and situation of student misbehavior. Students are expected to obey the rules and all adults responsible for their care.

Desirable conduct is rewarded and students should learn that there are positive consequences for good behavior just as there are negative consequences for inappropriate behavior.

If a student receives an In-School or Out of School Suspension, he/she will not be allowed to participate in our Grand Celebration for that semester.

All suspensions will count for days in school. Weekends, holidays, etc. do not count towards the assigned suspension days.

Teachers are responsible for establishing rules with students and handling behavior problems. Teachers inform the principal and parent when repeated dangerous or severely disruptive conduct occurs. The principal may initiate immediate disciplinary actions if needed or when previous consequences used by the teacher have been unsuccessful.

Students have the right to learn free of unnecessary distractions in a safe and orderly environment. **The following rules exist in order to ensure these conditions.**



## DISCIPLINE PROCEDURES FOR BUS RIDERS

Riding the school bus is a privilege and all students are expected to follow safe riding practices. 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. In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

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.

## VIDEO CAMERAS ON SCHOOL BUSES

The school buses of the Chickasha Public Schools are equipped with on-board video recording cameras to monitor student behavior and assist the district in providing safe transportation to and from school. The school district will use video cameras in conjunction with driver observation to enforce school bus rider rules. Students should be aware that their actions may be recorded at any time during their ride on a school bus.

## CHICKASHA PUBLIC SCHOOLS - BUS OFFENSES/CONSEQUENCES

LEVEL 1 OFFENSE	DRIVER	1st REFERRAL	2nd REFERRAL
<ul style="list-style-type: none"> <li>- Refusal to Cooperate</li> <li>- Making unnecessary noise</li> <li>- Refusal to stay properly seated</li> <li>- Lack of respect to another student/monitor/driver</li> <li>- Littering, eating or drinking anything but water on the bus</li> </ul>	Verbal Warning and Seat Change	Parent call and 2-5 Days suspension from riding bus	Parent Call and 1-6 weeks suspension from riding bus

LEVEL 2 OFFENSE	1st REFERRAL	2nd REFERRAL
<ul style="list-style-type: none"> <li>- Physical Altercation</li> <li>- Harrassing, 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 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 bus	Parent Call and Suspension of bus privileges for the remainder of the current semester and/or current school year.

LEVEL 3 OFFENSE	ONLY REFERRAL
<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>	Parent Call And Suspension of bus privileges for the remainder of the semester and/or current school year.

- 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!**





<b>I am Grand</b>	<b>Respectful</b>	<b>Accountable</b>	<b>Neighborly</b>	<b>Determined</b>
<b>In My Classroom</b>	I listen carefully, follow our classroom routines, and take care of all school supplies/property.	I complete my assignments on time to the best of my ability and take responsibility for my own choices.	I keep my workspace clean, speak kindly to others, and seek to treat others as I would want them to treat me.	I am determined to be at school on time every day because I don't want to miss a thing!
<b>In the Hallways</b>	I keep my voice at a zero level to respect the classrooms we pass.	I stop at our stopping points, face forward, and keep my hands 100% off of others and the walls.	I leave proper space between myself and my neighbors and remain in order without passing.	I am determined to make my classroom's lines the most straight, quiet, and respectful in the building!
<b>In the Restroom</b>	I honor everyone's privacy and use all fixtures (sinks and toilets) appropriately.	I ensure the water is turned off and my paper towels are in the trash.	I take care of my business quickly and quietly so everyone can have their turn.	I am determined to keep our restrooms clean and open, so I will let a teacher know if I spot a problem!
<b>In Our Cafeteria</b>	I enter and exit at a zero voice level, keeping our lines straight and quiet.	I clean up my eating area—on and below the table.	I visit quietly with nearby students.	I am determined to use my time to enjoy my food and nourish my body and brain!
<b>On Our Playground</b>	I communicate with the playground teacher if there is a problem and I listen for the whistle to line up quickly and quietly.	I show that I know all of the playground equipment rules without needing reminders.	I play fairly, welcome others to join my games, and look for people who may need a friend.	I am determined to keep my playground privileges and to spend my energy in safe and healthy ways!
<b>On the Bus</b>	I sit down immediately, follow all directions, and keep my voice low so the driver can focus.	I sit properly in the seat and keep all items put away in my backpack.	I keep my hands entirely to myself and only use kind words.	I am determined to help our bus be safe and to keep my bus-riding privileges!

## Grand Avenue Elementary Behavioral Matrix

\*Administrator reserves the right to modify any and all discipline consequences. \*Parents are encouraged to meet with the teacher before contacting the principal. \*Parents are also encouraged to meet with the principal before contacting the Central Office.

Intensity I (Minor) Behavior	Possible Corrective Responses
Teasing Talking out of turn Talking to others without teacher's permission Not listening/not paying attention Disturbing others Pestering Being off-task Speaking out answers	Teacher warning Changing student's seat Teacher proximity Student apologizes Referral to counselor Teacher visual, non-verbal, or physical prompts Teacher redirects Loss of recess time (walk laps) Student helps behavioral contract Teacher sits student out of activity Send home a note/Phone call
Intensity II (Disruptive/Minor) Behavior	Possible Corrective Responses and Consequences
Continuing Intensity I Behaviors Using Inappropriate tone Talking out of turn Not following directions/requests Talking to others Teasing Giving out answers Chronic socializing with peers Disturbing others Taunting Disrespectful to adults Yelling on the bus Not staying in seat on the bus	No free time No privileges Student writes a letter to parent Parent phone call Conference with Parent/Teacher/Student Assigned seat on the bus Lunch detention (in teacher's classroom)
Intensity III (Persistent/Major) Behaviors	Possible Corrective Responses and Consequences
Continuing Intensity II Behaviors	Sent to Principal/Assistant Principal's Office Note sent home / Phone call Lunch detention In-school suspension Out-of-school suspension Bus suspension
Intensity IV (Severe/Dangerous/Major) Behaviors	Possible Consequences/Administrative Response

Continuing Intensity III Behaviors Repeated rule violations Bullying/Verbally threatening behavior (Board Policy E1-R1) Involvement in fighting Assault Throwing objects Physical aggression Racial/Disability/Sexual harassment Threatening behavior towards staff Intimidation Theft or illegal conduct Alcohol/Narcotics/Drugs Vandalizing school property Weapons Arson	In-school suspension Out-of-school suspension Communication with Resource Officer/Law Enforcement Other appropriate disciplinary action as required & indicated by the circumstance Requiring student to clean or straighten items or facilities damaged by their behavior Referral for counseling to community agencies
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In case of serious offenses, such as fighting, weapons, etc. authorities will be contacted and the students involved may be arrested.

## EXPLANATION OF GRAND AVE ELEMENTARY SCHOOL DISCIPLINARY CONSEQUENCES (Board Policy EK)

### 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.
- B. **Regular Lunch Detention** - This detention is assigned by an administrator. Students must bring books and work.

### 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 will not be allowed to participate in any school activities until their time is completed. Students may only participate in practice times that are outside of the normal school hours.

### Suspension

(Removal of a student from school and all school functions for a specific period of time).

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

### Assignments during Suspension

Make-up assignments during the period of suspension will be put on a special assignment form. These assignments will be made available to the parent(s) to pick up at the school at a reasonable designated time. It is the student's responsibility to complete the assignments during the suspension period. The assignments are due on the day the student returns to school at the end of the suspension period. Zeros will be recorded for all assignments that are not turned in upon the student's return from suspension. The student will be allowed to complete any tests that were

administered during the suspension period. These guidelines apply only to those students who have been suspended more than 3 school days. Students who are on suspension will not be allowed to attend any school district functions or be on any school campus during the suspension period.

## APPEALS PROCESS

### Appeal of Short Term Suspensions:

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

- A. An appeal to the Principal must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal's or designee's suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
  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 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



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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

(Board Policy Student Due Process EK-R1)

(Board Policy Hearing Request Waiver EK-F4)

(Board Policy Right to Appeal EK-R2)

(Board Policy Appeal Decision Form EK-R2)

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 unappealable 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: [Appeal to Board of Education Form EK-R2-F1](#)
    - 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.**

## Minor/Major Behavior Definitions

Grand Avenue Elementary School Defining Behavioral Matrix Behaviors		
Minor Problem Behavior	Definition	Example/Board Policy
Defiance (M-Defiance)	Student engages in <u>brief</u> or <u>low-intensity</u> failure to follow directions.	Head down, ignoring teacher, refusing to complete task
Disrespect (M-Disrespect)	Student delivers <u>low-intensity</u> , socially rude or dismissive messages to adults or students.	Eye rolling, talking back, non-threatening comments
Disruption (M-Disruption)	Student engages in <u>low-intensity</u> , but inappropriate disruption.	Side conversation, note passing, finger tapping, blurt outs/outbursts, not on task
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

Grand Avenue Elementary School  
Defining Behavioral Matrix Behaviors

Major Problem Behavior	Definition	Example/Board Policy
Obscene Language and/or Profanity towards Peers (OBSLANG)	Student delivers verbal/written messages that include swearing, name calling, or use of obscene gestures	Using inappropriate language in threatening manner or obscene gestures toward peers
Verbal Abuse towards Staff Member (OBSLANG)	Use of obscenities/vulgarities or abusive language directed towards staff members.	Using inappropriate language in threatening manner or obscene gestures toward staff member
Arson (ARSN)	Student plans and/or participates in malicious burning of property. (intentional)	Setting trash can on fire, burning paper
Harassment Bullying Intimidation (Threats) Against Peer or Staff (HRSBUL)	Harassment, hazing, intimidation and/or bullying actions that are verbal, written, or gestured toward another student or school personnel or others on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, on Social Media, or at school sanctioned events. Continual delivery of disrespectful messages <u>in any format</u> : gender, ethnicity, race, religion, disability, physical characteristics, or other protected class. <i>These subtypes are based on documentation from the U.S. Office of Civil Rights.</i>	
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, "Bearacade" 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	
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.
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.	Could result in contact of CPS Resource officer and charges filed for restitution
Technology Violation (TCHVIO)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Using cell phone when not allowed (classroom/hallway) and refuses to give cellphone to teacher when prompted.
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. A 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 may 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 Grand Elementary students.

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

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

**For suspensions greater than 20 days** - During the conference with the principal, or his/her designee, the Substance Awareness Intervention Program of the district will be explained to the student and parent(s). The student and parent(s) will be requested to participate in one or more of the programs: District LP/LPC, Youth Services, Great Plains Outreach Clinic, Grady County Guidance Center or other mutually agreed upon agencies. The district will not be responsible for any financial obligations with these agencies. Following the conference with the principal or his/her designee, the principal will decide if circumstances merit a deferment of the remainder of the suspension beyond ten (10) days and a conditional early readmission of the student, if the following is completed:

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

1st offense	10 day suspension, parent and authorities notified
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2nd offense	20 days suspension, parent and authorities notified
Any other offense	90 days or semester, parent and authorities notified

**DISTRIBUTION OF ALCOHOL AND DRUGS:**

(Board Policy EI)

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by District; (b) in transit to or from school or any function authorized or sponsored by District; or (c) on any property subject to the control and authority of District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco or vapor products as defined in Policy BB;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;

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

**ARSON:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

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

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

Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

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

**BATTERY TOWARDS PEERS:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

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

**BOMB THREATS:**

*See Felonious Acts.*

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

**DISORDERLY CONDUCT:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

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

**FELONIOUS ACT:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows: (will be determined on a case by case basis)

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

**FIGHTING:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:(Upon returning to school, the student will participate in a re-entry meeting with the school counselor and/or administrator.)

1st offense	5 day suspension, authorities and parents contacted
2nd offense	10 day suspension, authorities and parents contacted
Any other offense	Length of suspension to be determined by the principal or his/her designee

**FLAGRANT MISCONDUCT:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:



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

**HARASSMENT/INTIMIDATION/BULLYING/HAZING:**

**(Board Policy E1)**

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

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

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

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

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and document the incident along with parent notification. Place the student on a probationary period reasonable to the situation if found in violation of the above policy. **The following procedures may be used according to the principal's or his/her designee:**
  - a. A No Contact Contract put in place.
  - b. The student will be subject to immediate removal from school for a minimum of 3 days.
  - c. The student's parent(s)/guardian will be notified.
  - d. The Chickasha Police Department could be notified.
  - e. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: Police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
  - f. If the 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.

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

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

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

**INSUBORDINATION:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

1st offense	3 days suspension with parent contact
2nd offense	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) Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

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

**DISORDERLY CONDUCT ON SCHOOL BUSES:**

School bus transportation is a privilege provided for students who obey the bus rider rules. Failure of students to obey the rules could result in the bus driver's attention being distracted.

This in turn could result in a bus accident. Students are to obey the request of the bus driver/monitor as they would a teacher. Failure to follow the bus rider rules may be dealt with as follows:

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

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

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

**OBSCENE LANGUAGE/PROFANITY TOWARDS PEERS:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

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

**SEXUAL HARASSMENT:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

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

**THEFT:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

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

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

(Board Policy BB)

All Chickasha Public Schools grounds are tobacco free. No tobacco use is permitted on school grounds. It is the policy of the Chickasha Board of Education that all use of tobacco products is prohibited in all school-owned buildings, and in school vehicles that transport students. This policy pertains to all school buildings, office buildings, gymnasiums, outbuildings, and any other structure similarly used and/or leased by the district to other community agencies. The Tobacco-Free Schools Policy shall apply to all school employees, students, visitors, and spectators, and shall be enforced 24 hours per day. Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

1st offense	3 days suspension, parents notified
2nd offense	5 days suspension, parents notified and ticketed by Chickasha Police Department
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 may be subject to the following:

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

**VERBAL ABUSE TOWARDS ANY STAFF MEMBER INCLUDING PROFANITY:** Students who engage in conduct or activities which are prohibited by board policy may be subjected to disciplinary action as follows:

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

**WEAPONS IN SCHOOL:**

[\(Board Policy BE\)](#)

District prohibits the possession and/or use of weapons and/or firearms on District property except as allowed by law and District policy. Students who violate this provision will be subject to the following disciplinary action as well as a possible criminal action.

**Dangerous Weapon:** A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury; such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length. See 18 U.S.C. Section 930(g)(2).

1st Offense weapon possession	Suspended for a period not to exceed ten (10) days out-of-school for a first offense.
2nd Offense weapon possession	A suspension of more than ten (10) days may be imposed for a second offense occurring during the same school year.
3rd Offense weapon possession	Suspended for a period of not less than one (1) school year, which suspension may be modified by the superintendent or his/her designee to not less than one (1) semester on a case-by-case basis.

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.

*\*Each elementary site reserves the right to consider differences in individual and classroom applications.*

**DISMISSAL AND EARLY CHECK-OUT**

We encourage you to try and schedule your child's doctor and dental appointments after school. All children leaving school early must be checked out through the office. **(No early dismissals unless approved by the office)**. Please do not interrupt the class in progress. We will call the student to come to the office before leaving school.

All bus riders will ride the buses home daily unless communication from the legal guardian or parent is received in the school office prior to 2:00 p.m. daily.

- Other students may not ride the buses home with bus riders unless prior approval has been given by the principal.
- Students will not be permitted to change their going home procedures (indicated by parents and guardians upon enrollment) unless the school office has been notified by the parent or guardian before 2:00 p.m.  
(For example: a child who regularly rides a bus home from school will be sent home every day on the bus unless the parent or guardian contacts the office and informs us differently).

- In order to ensure the safety of our students, we must have a note or phone call from the parent or guardian before we will allow a child to leave school with someone else.
- If your child is going home with another student, both students must bring a note from their parents.

All car riders will be dismissed at 2pm on the east side of the building in the east oval. Parents should form a line on 14<sup>th</sup> Street traveling north and enter the oval at the north end. For your safety, please do not enter the oval from Grand Avenue as it causes a traffic jam on Grand. Do not ask your child to come to the street to load. For safety purposes, we need to load from the oval. You may walk up to get your children if you choose. When you exit the oval, you must turn south on 14<sup>th</sup> Street.

## **DRESS CODE FOR STUDENTS**

(Board Policy EH)

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.

\*Under garments shall not be visible.

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

\*Due to safety concerns hoods on outerwear cannot be worn.

Inappropriate dress could result in a call to parents/guardians requesting that additional clothing be brought to school.

Elementary students participate in a number of physical activities. They attend PE and recess daily. We also suggest that students wear shoes in which they can run, exercise and play. It is hard to participate in PE activities wearing heels or flip flops.

## **DYSLEXIA SCREENING**

(Board Policy ED)

Beginning with the 2022-2023 school year and for each school year thereafter, any student enrolled in kindergarten through third grade in an Oklahoma public school who is assessed through the Reading Sufficiency Act and is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening may also be requested by a parent or guardian, teacher, counselor, speech-language pathologist or school psychologist. All processes and characteristics of the dyslexia screening shall follow State Department of Education guidelines.

## **ENROLLMENT: IMMUNIZATIONS, BIRTH CERTIFICATES, and WITHDRAWALS**

(Board Policy EB)

**Immunization Requirements:** No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

**Proof of Age:** Unless identified as homeless in accordance with the McKinney-

Vento Homeless Education Assistance Act, any student who is enrolling in school for the first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

**Withdrawals:** Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student's residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

(Board Policy EG-R1-F1)

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. These rights are:

- 1. The right to inspect and review the student's education records within 45 days after the day District 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 District 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

**STUDENT ACTIVITIES**

**General:** 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. Students attending field trips are expected to follow all school rules and behave in a manner that positively represents Chickasha Public Schools.

(Board Policy EE)

General Regulations:

- Written permission of parents or guardians is required for the participation of students in all field trips which extend beyond the boundaries of the district or which require transportation.
- Students who have not received parental authorization will remain in school in a class assigned by the principal.



- Appropriate education experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip.
- Students on field trips shall obey rules listed for students on regular school bus routes.
- A student may be denied going on an educational field trip because of academic deficiencies, behavioral, or other disciplinary reasons, as determined by the principal or the principal's designee.
- Students going on field trips should be counted as present and permitted to make up any regular school work that has been missed.
- Student safety shall be of primary consideration during the field trip.
- Students are expected to ride the school bus to the field trip.
- Parents may follow in their car.
- Parents are encouraged to attend and assist with their child's field trip. In order to help with this process, parents should not bring other children with them on the field trip.
- Notify your child's teacher in writing prior to the trip if your child will be riding home with you instead of riding the bus back to school.
- Children will not be allowed to leave with any parent but their own without prior approval from the building administrator.

Prior to attending any field trip or participation in any class activity, parents, guardians, and/or volunteers are required to complete a volunteer application and are subject to a background check. Volunteer forms can be found on the district website: [www.chickasha.k12.ok.us](http://www.chickasha.k12.ok.us).

## **EMERGENCY DRILLS**

(Board Policy BC rev 22)

**General:** The regulations, practices, and procedures of District shall promote safety throughout District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of the District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

**Emergency Drills:** The Superintendent or the Superintendent's designee shall prepare and publish a plan for the evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and man made disasters and emergencies such as tornadoes. Disaster plans shall be placed on file with the District and with the local emergency management organization. Annually, the

Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall/or his/her agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with the District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

In addition, the District's board shall coordinate with the emergency medical services providers serving its area to develop an Emergency Action Plan for each facility and athletic practices, events or activities held at District facilities. Each sport or activity will have its own specific plan. The Emergency Action Plan shall meet all requirements provided for by law and shall be reviewed, updated, and rehearsed annually with school officials and local emergency medical services providers. The Emergency Action Plan shall be placed on file with the District and the emergency medical services provider and shall be updated to reflect any potential significant change that would affect implementation of the plan.

The Emergency Action Plan shall be digitally transmitted to a visiting school administrator or coach, or posted to the District's website, prior to any athletic event or activity involving athletes from visiting schools.

**Security Drills:** Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15)



days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

In addition to the four (4) security drills, all districts are required to conduct a minimum of six (6) safety drills as follows:

**Tornado Drills:** Disaster/Tornado drills shall be conducted at least two times each school year with at least one drill being conducted in September and one being conducted in March.

**Fire Drills:** Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at each school site at least once per semester and must occur within the first fifteen (15) days of each semester. Fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

The principal and the superintendent shall determine the additional safety drills to be performed consistent with the risks assessed for the particular facility or the recommendations of the Safe School Committee and/or local fire and law enforcement.

**Emergency Closings:** The Superintendent or the Superintendent's designee may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

**Health and Safety Emergency:** District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

**Bomb Threats:** Bomb threats shall be handled according to the District's Emergency Procedures Guide.

## GRADING SCALE

The following grading scale shall be utilized by all teachers of grades two through four:

100-90	A
89-80	B
79-70	C
69-60	D
59-0	F

## GRADE PLACEMENT – PROMOTION/RETENTION

(Board Policy ED rev 22)

(Appeal Retention Form ED-R1-F2)

(Appeal Retention to Board Form ED-R1-F4)

The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbooks may set forth the District's grading system, including class ranking. Students

attending school virtually will be subject to the same grading scale and policies as all other District students.

**Report Cards and Progress Reports:** District shall make report cards available to parents and/or guardians each nine (9) weeks. In addition, teachers may send progress reports, may make telephone calls, and may schedule personal visits as needed to report student progress to parents and/or guardians. Parent-teacher conferences are scheduled periodically.

**Promotion:** Students may be promoted based on proficiency as provided by law and the regulations of the State Department of Education.

**Retention:** In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under extreme or rare certain circumstances, a student may be retained more than once. The recommendation for retention may be made by the school or the parent/guardian. Parent requests for retention will follow the same procedures.

Each school shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of the parent/guardian, a classroom teacher(s), a counselor when available, the building principal, and any additional personnel assigned by the principal. If the student has an IEP, 504, and/or ELAP the case manager must be included as a team member. Criteria to be considered by the committee shall include age of the student relevant to grade placement, attendance, testing, assignments, and the student's level of maturity. If the parent/guardian does not attend the meeting, the committee will continue with the meeting.

Retention may be considered when:

1. The student is achieving significantly below ability and grade level;
2. Retention would not cause an undue social and emotional adjustment; and
3. Retention would have a reasonable chance of benefiting the student's development.
4. In addition, retention of certain students may be mandated by state law if the student achieves below the requisite score on statewide criterion-referenced tests.

Whenever the committee recommends that a student be retained at the present grade level or recommends that a high school student not be passed in a course, the student's parent or guardian shall be notified in writing of such recommendation. If the student's parent or guardian is dissatisfied with the recommendation for retention on the basis of items 1-3 set forth above, the parent or guardian may appeal the decision to the site committee. The appeal will be submitted in writing to the site principal utilizing District Form: ED-R1-F2. The Appeal must be submitted within five (5) school days of receiving the notification.

If the student's parent/guardian is dissatisfied with the recommendation of the site committee they may appeal to a District Committee. An appeal must be presented to a District Review Committee and then to the Board as follows:

- a. An appeal must be presented in writing to and received by the Executive Director of Personnel and Student Services within three (3) work days after the decision of retention is received by the parent/guardian.
- b. The retention decision will become final and unappealable if a request for appeal is not timely submitted.
- c. The District Review Committee will consist of three (3) administrator(s) not involved with the retention decision.
- d. The District Review Committee meeting will be held during regular school hours with reasonable consideration given to accommodate the hours of working parents within this time period, if possible.
- e. The hearing chair shall mail, email, or deliver a copy of the District Committee's decision to the parent/guardian and site principal.

If the student's parent/guardian is dissatisfied with the recommendation of the District Committee they may appeal to the Board by submitting a written request for an appeal to the Superintendent.

- a. 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.
- b. If no appeal is received within five (5) days, the decision of the District Review Committee will be final and non-appealable.

- c. Each board member will be provided the documentation presented to the District Review Committee.
- d. Each Board member shall review the information individually.
- e. At the next available Board meeting, an agenda item shall be placed on the agenda to consider and vote on the appeal.
- f. If at the meeting, the Board wants to discuss the appeal among each other, it must be discussed in open meeting unless the parent/guardian requests such discussion to be in executive session.
- g. The Board shall render a decision by voting to uphold or revoke the decision of the District Review Committee.
- h. As soon as possible after the review and/or hearing, the Clerk of the Board shall provide the decision to the parent and principal in writing, setting for the decision of the Board. 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. There shall be no appeal procedure for mandatory retention on the basis of item 4 set forth above.

**Reading Sufficiency Act:** Each student enrolled in kindergarten in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. Children at risk for reading difficulties at the beginning of the year will be monitored to measure mid-year and year-end reading progress. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

- Any student enrolled in first, second, or third-grade shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education. The assessment shall determine the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary and comprehension. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law. This program shall continue until the student is determined, through the results of approved reading assessments, to be meeting grade-level targets.
- The District shall update its reading sufficiency plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents, and if possible a reading specialist. Any first-grade, second-grade, or third-grade student who demonstrates end of year proficiency in reading at the third grade level through a screening instrument which meets the reading skills criteria pursuant to law shall not be subject to retention.
- Upon demonstration of proficiency, the District shall notify the parent(s) or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and the student will not be subject to retention.
- If a third-grade student is identified at any point during the academic year as having a significant reading deficiency, meaning the student is not meeting grade-level targets on a screening instrument which meets the reading skills criteria, the District will immediately begin a student reading portfolio and provide notice to the parent or guardian of the deficiency. If a student has not satisfied proficiency requirements by the end of their third-grade year and still has a significant reading deficiency, has not accumulated evidence of third-grade proficiency through a portfolio, or is not subject to a good cause exemption, the student will not be eligible for automatic promotion to the fourth grade.
- The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text.
- A student not eligible for automatic promotion as provided for under the above listed paragraph and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade assessment may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the principal and the superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student.
- If a student is allowed "probationary promotion", the team **will continue to review** the reading performance of the student and repeat the process above each academic year

until the student demonstrates grade-level reading proficiency through a screening instrument that meets the reading skills criteria for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

- Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade criterion referenced test, who are not subject to a good cause exemption as provided below, and who do not qualify for promotion or “probationary promotion” as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports.
- The parent of a student who is determined to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for by law shall be notified in writing of the following:
  - a. That the student has been identified as having a substantial deficiency in reading;
  - b. A description of the services being provided to the student pursuant to a conjoint measurement model such that a reader and a text are placed on the same scale;
  - c. A description of the proposed supplemental instructional services and supports that will be provided to students and are designed to remediate the identified area of reading deficiency;
  - d. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted as provided for by law or is exempt for good cause as set forth below;
  - e. Strategies for parents to use in helping the student succeed in reading proficiency;
  - f. The grade-level performance scores of the student;
  - g. That while the results of the statewide criterion-referenced tests administered pursuant to law are the initial determinant, they are not the sole determiner of the promotion and that portfolio reviews and assessments are available; and
  - h. The specific criteria and policies of the District for midyear promotion implemented as provided for by law.

No student will be assigned to a grade level based solely on age or other factors constituting social promotion.

**Good Cause Exemptions:**

- a. English language learners who have had less than two (2) years of instruction in an English language learner (ELL) program;
- b. Student with a disability whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP);
- c. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- d. Student who demonstrates mastery of the state standards beyond the retention level, through a student portfolio, the student is reading on grade level;
- e. Student with a disability who participates in the statewide criterion referenced tests and who have an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student’s individualized education program; f. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
- f. Students who have been granted an exemption for medical emergencies by the State Department of Education.

Requests to exempt students from retention based on one of the good cause exemptions, shall be as follows:

- a. The teacher of the student shall submit documentation to the school principal that indicates the student meets one of the exemptions and promotion is appropriate.

- The documentation shall include only: the alternative assessment results or student portfolio work and the IEP, as applicable;
- b. The principal shall review and discuss the documentation with the teacher and, if applicable, the Reading Proficiency Team. If the principal determines that the student meets one of the exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the District Superintendent; and
  - c. After review, the superintendent shall accept or reject the recommendation to the principal in writing.

A retained student who can demonstrate that he or she is a successful and independent reader, is reading at or above grade-level targets, and is ready to be promoted to fourth grade may be promoted mid-year. Districts may reevaluate the student using multiple tools, including: screening assessments, alternative assessments, and portfolio reviews, in accordance with the rules of the SBE. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating that the student has met the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment administered pursuant to law, or upon demonstrating proficiency in reading at the third-grade level through a screening instrument administered pursuant to law, and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

A student who is otherwise promoted as provided herein or is promoted for good cause shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for each student until the student meets grade-level targets in reading.

The District will annually report to the State Department of Education the number of students promoted to the fourth grade, as required by law.

## HEAD LICE

(Board Policy BD)

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

By the time you learn that one member of your family has lice, they may already have spread to others in the family. Therefore, it is essential that you do the following at once:

- Inspect each member of your family daily for at least two weeks. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp, you will see small, whitish eggs firmly attached to the hair shaft, especially at the nape of the neck and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from the hair while the eggs are not removed easily even by pulling. A fine-toothed comb is often needed to remove the nits.
- If other members of your family become infested, treat them also.
- Wash all personal clothing (including underwear and pajamas) and bedding (sheets, blankets, pillowcases) of all family members in hot water or by dry cleaning those that have been used in the last two weeks.
- Thoroughly wash combs and brushes in hot soapy water to disinfect.
- Use clean towels for each person.
- Vacuum mattresses, rugs, sofa, etc. thoroughly, or spray house thoroughly with R & C Spray.
- Rinsing hair with vinegar after shampoo makes nit removal easier.
- Repeat shampoo and house cleaning procedures in 7 – 10 days.

Shampoos to use in the treatment of Head Lice:

Prescription  
Kwell, Scabene

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

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

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

## HOMWORK POLICY

We encourage each student to read 20 minutes each night and practice math facts at home. Due to the varied work speed of individual students, anything assigned during the school day becomes homework if not completed during class. Please note that ample time is given to finish most assignments in class.

## ILLNESS

Students with a temperature above 100.4 degrees or more must go home and not return until they have been free of fever for 24 hours. Students who are experiencing vomiting or diarrhea must also wait 24 hours before returning to school. When children are sick, they should remain at home to keep the infection from spreading. This does not include sniffles and coughs due to allergies.

Any child afflicted with a contagious disease, including staph, may be prohibited from attending Chickasha Public Schools, and cannot re-enter school until treatment and verification that the child is not still infected.

Parents of children who become ill or have an accident during the school day will be contacted. If parents cannot be reached, the emergency numbers will be called. **Please be sure that your child's emergency information is complete and accurate.**

## INTERNET POLICY

(Board Policy BJ)

### **Student Guidelines:**

- A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.
- B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes bullying, harassment, threats or advocates or depicts illegal activity and/or causes a substantial disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.
- C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures.
- D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- E. Use of social media during the school day is prohibited unless specific permission has been granted by the 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.

## LEGAL NAME

The child's legal name must appear on all written records. These include cumulative folders, attendance records, and other school documents. We will honor your wishes in calling the child by another name.

## LIBRARY/TEXTBOOKS

(Board Policy EL)

(Regulation EL-R2)

(Form EL-R2-F1)

(Form EL-R2-F2)

Library Materials: District's library shall make available materials of sound literary quality and authority. The District does not promote censorship and will challenge efforts at censorship in order to maintain the 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 rate 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 the District. Any donated books or library materials which are accepted shall become the property of the District.

## LOST AND FOUND

Articles found in and around the school should be turned into the office where the owners may identify and claim their property.

**Please mark all outdoor and loose clothing with your child's name.** Many lost items are never claimed by their owners. All unclaimed articles will be donated to a charitable organization at the end of the school year.

## MEDICATION

(Board Policy BD)

Medication is not to be sent to school with students. Parents/Guardians must bring medication into the office.

Prescription medication must be in a container that indicates the following:

- Student name,
- Name and strength of medication,
- Dosage and directions for administration,
- Name of physician or dentist,
- Date and name of pharmacy

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate



self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- Purpose of medication,
- Time to be administered,
- Whether the medication must be retained by student for self-administration,
- Termination date for administering the medication, and
- Other appropriate information requested by the principal or the principal's designee.

Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of and has been instructed in the proper method of self-administration of medication.

Cough drops and loose pills, not in original containers will not be given to students.

**STUDENTS MUST NOT TRANSPORT PRESCRIPTION OR NON-PRESCRIPTION MEDICATION.**

## **MINUTE OF SILENCE**

[\(Board Policy EA\)](#)

Minute of Silence: At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

## **NON-DISCRIMINATION**

[\(Board Policy AB\)](#)

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

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 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; or 2) to render emergency medical assistance, including, but not limited to, assistance with hygienic needs and/or disciplinary issues.

## **PARENT CONFERENCES**

It is very important for parents and teachers to keep in close contact and communicate on a regular basis in order to support one another and our students in their educational efforts. Through parent conferences, parents and teachers become better acquainted and can share information about students. Parent conferences are held during the seventh week of the first and third nine weeks. Other conferences may be initiated during the school year as needed by parent, teacher, or principal. You may arrange for additional conferences with your child's teacher by contacting the teacher or school office.

## **PARENTS BILL OF RIGHTS**

[\(Board Policy EO\)](#)



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

- 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 otherwise 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 1-524.1 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 a purpose related to a legitimate academic or extracurricular activity, a purpose related to regular classroom instruction, security or surveillance of buildings or grounds, and photo identification cards;
- 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 GRIEVANCE PROCEDURE

The Chickasha Board of Education recognizes that parents may have a grievance they wish to discuss with the district. However, it also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

- If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit the teacher in an effort to resolve the grievance.
- If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal.
- If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent.
- If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. Parental grievances shall not be heard in executive session. The board's action shall be a final determination of the grievance.

## PERSONAL ITEMS

The only time students should bring toys, games, or other personal items to school is when instructed to do so by their teachers. This privilege may be revoked at any time if the student chooses not to follow the directions of his/her teacher or playground supervisors. Items that are brought to school without prior permission will be held in the office for the parent to pick up. Chickasha Public Schools will not be responsible for these items. **Play guns or knives are not permitted at school and may result in disciplinary action including suspension.** In the event that one of these items are confiscated, the student may not be given the item back.

## REPORTING ABUSE OR NEGLECT

[\(Board Policy BC rev 22\)](#)

District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services to receive reports of child abuse or neglect. In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or

welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall immediately report or cause to be reported such situation to the Department of Human Services (DHS) and local law enforcement. The statewide toll-free hotline for DHS is 1-800-522-3511. Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS.

The employee making the report shall also inform the building principal who will inform the superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Any individual who knowingly or willfully fails to promptly report any incident may be reported to local law enforcement for criminal investigation and if convicted, guilty of a misdemeanor. Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to a child by persons authorized to investigate a report. The reporting obligations provided herein are required by law and are individual. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith, fulfills his or her reporting obligations.

## **SCHOOL VOLUNTEERS**

[\(Board Policy BA rev 21\)](#)

Volunteers: District recognizes that volunteers may make valuable contributions to the District's educational programs. Therefore, when appropriate, volunteers will be encouraged and utilized. The Administration may develop appropriate regulations regarding the use of volunteers.

## **SAFE CALL and STOP it App**

SAFE CALL is sponsored by the Oklahoma State Department of Education. You may call 1-877-SAFECAL, if you know of any activity that threatens your school. The call is free and your name will never be asked. STOP it is another way to report using the STOP it app.

## **SEARCH OF STUDENTS**

[\(Board Policy EJ\)](#)

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, the District may utilize trained dogs to detect prohibited items. If a dog alerts 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, the 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 substances shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent or designee and, if possible, a parent or legal guardian of the student.

## SERVICE ANIMALS

District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its facilities, vehicles, and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by District employees and students with disabilities. See [Board Policy BO](#) & [Form BO-F1](#)

## SEXUAL HARASSMENT

District is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, or applicant for employment on the basis of gender, gender identity, and sexual orientation. District further forbids sexual harassment by any employee or student. This policy also applies to non-employee volunteers whose work is subject to the control of District personnel. Please refer to [Board Policy BH](#) for more specific information.

## STUDENT SAFETY

([Board Policy BC](#))

Every effort is made to protect our children at school. You can help in this area by doing the following:

1. Show your child the route to and from school whether walking or bike riding.
2. Make sure your child knows his/her address, phone number, and the address and phone number of your sitter, a relative, or someone we can contact in case of an emergency.
3. Make sure this information, your employment site, and appropriate phone numbers are currently on our school records. Call the school to update this information should there be changes.
4. Tell your children what to do when you are late picking them up or if you can't be at home when they arrive so they will know what to do and will not be frightened.
5. Caution your child not to leave school during the day and not to leave or ride with strangers.

**Safety Education:** The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science activities, shop activities, and physical education courses. The Superintendent shall be responsible for the supervision of such safety programs.

**Safe Schools Committee/Healthy and Fit School Advisory Committee:** District and the families of the District's students should work together to address concerns of safety and the threat of violence in schools as well as other health issues. Therefore, the District hereby authorizes the establishment of a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee at each school site. The committee shall be

composed of at least seven (7) members and shall include teachers, parents of enrolled students, students, and a school official who investigates reports of bullying. The committee may also include school staff, school volunteers, community representatives, and local law enforcement agencies.

Each school site's principal shall appoint the members of the committee. The committee will be involved in the monitoring, implementation and evaluation of the law with respect to access to foods of minimal nutritional value. The committee will also assist the District in promoting a positive school climate by assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response. In addition, the committee shall study and make recommendations to the principal at least once each year regarding:

**Health Issues:**

1. health education
2. physical education and physical activity
3. nutrition and health services

**Safety Issues:**

1. unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;
2. student bullying, including reviewing the District policy regarding bullying and research-based programs
3. professional development needs of faculty and staff to recognize and implement methods to decrease student bullying;
4. methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors and other behavioral health and suicide prevention resources within or outside the school system; and
5. professional development needs of faculty and staff to recognize and report suspected human trafficking.

The committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to state law. The principals shall provide a copy of the recommendations of each committee to the Superintendent.

**Searches for Contraband:** District will occasionally use trained dogs to search for drugs, alcohol, or contraband on District property. Searches of District property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the Superintendent. All lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel. No student, employee, or other person will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material which the dog is trained to detect on a person, a further search of that person's outer garments, purse, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel. Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which are forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school.

**Threatening Behavior:** An employee of the District or a member of the Board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel, or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability.

**Suicide Awareness and Training:** District will provide training to all staff on a biennial basis that

addresses suicide awareness and prevention. District will select curriculum for its training in accordance with the standards provided for by law and will post the course outline for the curriculum on its website. Beginning with the 2022-2023 school year, the board may also provide training to address suicide awareness and prevention to students in grades seven (7) through twelve (12).

Immediately upon determining that a student is at risk of attempting suicide, teachers, counselors, principals, administrators, or other school personnel shall notify the parents or legal guardians that such risk exists. Teachers, counselors, principals, administrators, and other school personnel shall be immune from liability and discipline as provided for by law.

**Accidents:** Accidents involving employees, students, or visitors shall be reported to the Superintendent or the Superintendent's designee and investigated as deemed appropriate.

**Safe Room:** The safe room will be available to students and staff during school hours. The community will not be permitted to utilize the safe room when school is not in session as these are not open to the public.

**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 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 school sponsored 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

## STUDENT SURVEYS

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

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

## TELEPHONE

The school phone is a business phone, and students are permitted to use the phone for emergencies and important messages. Students should make after school plans with you in the morning, not over the phone from school.

Except for emergencies, teachers will not be called to the telephone during class. If you need to talk to a teacher, leave your name and number and the call will be returned.

**Wireless Telecommunication Devices:** The use of cell phones during school is prohibited unless authorized by a school administrator. For more information, please refer to [Board Policy BJ-R1](#).

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

[\(Board Policy EL\)](#)

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

District participates in and receives funds under Title I of the Improving America's Schools Act of 1994. District shall insure that Title I funds are used only as a supplement to those funds provided by the District from other sources and that Title I funds will not be used to supplant other District funds. District shall provide for equivalent teachers, administrators, and other staff as well as curriculum and instructional materials from District's non- Title I funds and shall only use Title I funds to supplement those services and materials otherwise provided by the District.

Parental Involvement: District is committed to providing a quality education for every student in District. When schools and parents form strong partnerships, all students' potential for academic success improves significantly. District will have programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with applicable federal law. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating students and will be incorporated in District's Title I Plan.

**VISITORS**

[\(Board Policy BE\)](#)

Parents and patrons of District are encouraged to visit District and to observe the activities of District. Except as otherwise provided, all visitors to District shall report to the school office upon entering the building and shall request appropriate authorization to visit the school from the District official in charge of each building. When parents, patrons, and friends have been invited to a school for a particular activity or program, it shall not be necessary to request any additional authorization to visit the school.

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. When a person is being ordered from school premises, the designated authority may seek assistance from law enforcement.