

Fairview Public Schools



Chamberlain Middle School

2017-2018

Student Handbook

Approved July 10, 2017

2017 - 2018
Fairview Public Schools Calendar

August 10	First Day of School
September 4.....	Labor Day Holiday
September 12.....	Open House
October 10	5:00 - 8:00 p.m Parent/Teacher Conferences
October 12	5:00–8:00 p.m Parent/Teacher Conferences
October 18-20	Fall Break - No School
November 22 – 24.....	Thanksgiving Vacation
December 21 - January 2	Christmas Vacation
December 29.....	End of First Semester
January 3	School Resumes
February 19	No Classes
March 19 – 23	Spring Break
March 30	No School
May 4	No Classes
May 10	Last Day of School

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FOREWORD

The primary purpose of this handbook is to serve as a guide for students regarding Chamberlain Middle School and to present the opportunities the school offers. We feel the Fairview School is one of the best, and you will want to share in our achievements and experiences.

This handbook gives definite information with which each student should be familiar and will serve as a ready reference to regulations and policies.

Parents may use this book to become familiar with and understand the operation of the school. It will help them clarify in their minds what the school presents to the students.

BOARD OF EDUCATION

Eva Martens.....	President
Bobby Smith	Vice-President
Roger Fast.....	Clerk
Phil Elwell	Member
Travis Pembrook.....	Member

ADMINISTRATIVE STAFF

Superintendent of Schools	Craig Church 227-2531
Fairview High School Principal.....	Brian Hamar 227-4446
Chamberlain Middle School Principal.....	Brock Robison 227-2555
Cornelsen Elementary School Principal.....	Mark Van Meter 227-2561

STUDENT COUNCIL WELCOME

Dear Students,

Welcome to Chamberlain! I am so excited to have the chance to welcome you into middle school. My name is Ella Strader, and I served as 2016-2017 CMS Student Council president. In middle school, the time flies by. The three short years I attended Chamberlain felt like no time at all. Make the most out of this experience, try new things, be active in extracurricular activities, or focus on your grades more. The teachers here at CMS love their jobs and their students. They are proud to have you in their class and want to help you get ready because WE ARE THE FUTURE. Middle school is a life lesson; I will always remember my years at CMS. I encourage you to stay positive and get ready for some of the best years of your life!

Ella Strader
CMS STUCO President 2016-2017

SUPERINTENDENT'S WELCOME

Parents,

I would like to take this opportunity to welcome you to Fairview Public Schools. We have one of the finest schools in the state of Oklahoma, and I am honored to be part of this school and community. The staff of Fairview Public Schools is a great collection of hardworking professionals that have your children's best interests as their primary focus. I hope your experience this school year is a positive one.

We will continue to strive to make Fairview Schools something our parents and community can be proud of and encourage you to be involved in that process. The Fairview community has a long tradition of providing key support and encouragement to its school system. We thank you for your support and will continue to proudly represent this community.

Go Jackets!
Craig Church, Superintendent
Fairview Public Schools

PRINCIPAL'S WELCOME

As the principal of Chamberlain Middle School, I welcome you to the 2017-2018 school year. I am eagerly anticipating a successful and rewarding year, and I look forward to working with the dedicated staff, parents, and community to provide an exceptional education experience for CMS students. We strive to provide a safe, harmonious, and caring environment where all of our students are challenged to reach their potential and to experience success in a wide range of areas.

The staff at CMS is comprised of the finest teachers, counselors, secretaries, and custodians in the state. They are professionals who are enthusiastic about their work and strive for excellence in all they do.

I encourage students, parents, community, and staff to join together and commit to an exciting year ahead. As we practice responsibility, respect, and integrity; we improve the quality of our school and the ability of all our children to excel in their education goals.

Sincerely,
Brock Robison, Principal
Chamberlain Middle School

**FAIRVIEW PUBLIC SCHOOLS
VISION STATEMENT**

*ECHOING TRADITION
ACHIEVING EXCELLENCE
SHAPING TOMORROWS*

**CHAMBERLAIN MIDDLE SCHOOL
PHILOSOPHY OF EDUCATION**

We believe that education is the foundation of our democratic society and should be designed to fit the needs of the people. We recognize the individual necessities of individuals vary; regardless of any variable, each student should be given the opportunity to develop to the fullest extent those abilities and qualities which are essential to his becoming a worthy contributor to his fellow man.

We believe that education must be flexible to keep pace with an ever-changing society; that activities are necessary supplements to classroom participation and should aim toward:

- the enrichment of moral, social, and religious concepts;
- an appreciation of fair dealing;
- an awareness of human dignity; and
- an introduction of living in a competitive society.

We believe the personal goal of educators should be one of excellence in example, as well as high standards in performance.

OBJECTIVES OF EDUCATION

To provide a competent staff qualified by professional training and distinguished by personal integrity;

To make available adequate physical facilities and instructional materials;

To offer curriculum designed to:

- prepare students to further their education and/or training for the many vocations and/or professions;
- provide the opportunity for students to practice active citizenship and social living in a supervised situation;
- challenge them and help guide them toward self-determination in meeting challenges.

Chamberlain Middle School Faculty
Brock Robison, Principal

SPIRIT OF EXCELLENCE

The intent of the Spirit of Excellence is to promote a positive attitude, positive behavior, and to recognize and reward students who demonstrate these qualities. It also establishes a positive communication link between the students, teachers, and principal.

RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS (NON-DISCRIMINATION POLICY)

No employee, prospective employee, or student shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the Fairview Public School system.

Should any employee, prospective employee, or student of the Fairview Public School system feel that they have been discriminated against in any of the above-mentioned areas, they have the right to file their grievance.

The person filing a grievance will be free from restraint, coercion, discrimination, or reprisal.

The aggrieved employee shall present the grievance, in writing, to his/her immediate supervisor within five working days.

After consultation with the superintendent, the principal or immediate supervisor should, within five working days of receipt of the grievance, arrange with the employee a meeting to discuss the grievance. A decision regarding the disposition of the grievance shall be conveyed, in writing, to the employee within one week following the conference.

If the grievance is not resolved, the employee should then contact Craig Church, Superintendent and Vicki Ewbank, counselor, as the Title IX, Section 504, and ADA Compliance Coordinators for advice.

If necessary, the employee may subsequently appeal to the board of education, in writing, such appeal to be delivered within 30 days of the alleged discrimination.

At any time during this procedure, or even without recourse to the grievance procedures, an aggrieved employee may file a complaint to the Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.

It is the policy of the district to provide equal opportunities for employment, retention, and advancement of all people, regardless of race, color, creed, national origin, or sex, disability, or age in its programs and activities and provides equal access to the boy Scouts and other designated youth groups.

GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

A. Definitions

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice with discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student Grievant:** A student of the Fairview Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Fairview Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.
4. **Title IX and 504 Coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal education opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate personas with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
6. **Day:** Day means working day. The calculation of days in complaint processing shall exclude Saturday, Sunday, and holidays.

B. Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Grievance Officer, and reasonable effort should be made to resolve the problem or complaint.

C. Filing and Processing Discrimination Complaints

1. Grievant: Submits written complaint to the Title IX/504 Coordinator stating name, nature, and date of alleged violation. Complaint forms are available in the office of the high school principal.
2. Title IX /504 Coordinator: Notifies respondent within ten (10) days and asks respondent to:
3. Confirm or deny facts;
4. Indicate acceptance or rejection of student or employee's requested action, or;
5. Outline alternatives.
6. Respondent: Submits answer within ten (10) days to Title IX/504 Coordinator.
7. Title IX/504 Coordinator: Within ten (10) days after receiving respondent's answer, Title IX/504 Coordinator refers to the written complaint and respondent's answer to the high school principal. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the high school principal.
8. Principal, Grievant Respondent, and Title IX/504 Coordinator: Hearing is conducted.
9. Principal: Issues within ten (10) days after the hearing a written decision to the student or employee, respondent, and Title IX/504 Coordinator.
10. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the superintendent.
11. Title IX/504 Coordinator: Schedule within ten (10) days of request a hearing with the grievant, respondent, and superintendent.
12. Superintendent, Grievant, Respondent, and Title IX/504 Coordinator: Hearing is conducted.
13. Superintendent: Issues a decision within ten (10) days following the hearing.
14. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the governing board.
15. Title IX/504 Coordinator: Notifies governing board within ten (10) days after receiving request. Title IX/504 Coordinator schedules hearing with the governing board. Hearing is to be conducted thirty (30) days for the date of notification to the governing board.
16. Governing Board or Hearing Panel Established by the Board, Grievant, and Title IX/504 Coordinator: Hearing is conducted.
17. Governing Board: Issues a final written decision within ten (10) days after the hearing regarding the validity of the grievance and any action taken.

D. General Provision

1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
2. Access to Regulations: Upon request, the Fairview Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No compliant record shall be entered in the personnel file. Complaint records shall be maintained on file for three (3) years after complaint resolution.

ACADEMICS

STATEMENT OF RIGHTS

The Fairview School hereby notifies each student and their parents of their right to inspect and review student education records under the Federal Family Educational Rights to Privacy Act (FERPA).

1. Students' parents and eligible students have the right to inspect and review the student's education records.
2. It is the intent of the Fairview School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, (names, address, height, weight, awards, date and place of birth, honors, achievements and dates of attendance) or (3) under certain limited circumstances, as permitted by the FERPA.

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3. Students' parents or eligible students have the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
 4. Any person has the right to file a complaint with the Department of Health, Education, and Welfare if the Fairview School District violates the FERPA.
 5. Parents and eligible students should come to the principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the elementary principal's office, middle school principal's office, high school principal's office, and the superintendent's office.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

PARENTS RIGHT TO KNOW POLICY

Since Fairview Public School District receives Title I funds parents will be notified annually of each child in the Fairview School District that they have the right to request information about the qualifications of their children's teachers. The information available to parents upon request will include: (1) Whether a teacher "has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;" (2) Whether a teacher is "teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;" (3) What major each teacher earned his or her bachelor's degree in; (4) Whether the teacher holds any "graduate certification or degree" and in what "field of discipline;" and (5) Whether a child is "provided services by paraprofessionals and, if so, their qualifications;"

In addition, Fairview School District will provide each parent (1) Information on the child's level of achievement on each required state assessment, and (2) "Timely notice" if a child "has been assigned, or has been taught for four or more consecutive weeks by "a teacher who is not "highly qualified" as defined by law.

All information provided to parents will be "in an understandable and uniform format" and provided in a language parents can understand "to the extent practicable."

PARENTS, CHILDREN, and TEACHERS: WORKING TOGETHER TO IMPROVE TEST PERFORMANCE

TESTING! When we just read or hear the word testing we can imagine all kinds of testing situations we have experienced. Some of the tests were at school, or maybe we remember the time we took the test to get our first driver's license - or we could have thought of simple tests that occur in our daily lives and on the job. Our lives are constantly filled with tests of some kind.

It will not be as difficult to convince the students that tests - even if difficult and distasteful - are for their own good. Students can be guided to understand the purpose of testing is not just to assign grades and check mastery, but to help them profit by their own strengths and overcome their weaknesses.

Educators alone cannot insure students understand these purposes. They must work with and be helped by the most important person in that child's life - and that is you - the parent.

This information is designed to give students, parents, and the general public basic information about the meaning and use of tests. Additional information is included to assist parents and students with test preparation.

THE OKLAHOMA SCHOOL TESTING PROGRAM (OSTP)

Various Oklahoma House Bills have made sweeping changes to the Oklahoma School Testing Program (OSTP). OSTP mandates that middle school students take criterion referenced tests (CRTs) to measure student attainment of the various academic skills established in Oklahoma's core curriculum, the Priority Academic Student Skills (PASS). Currently, 6th grade students take the math and reading CRTs, 7th grade students take the math, reading, and geography CRTs, and 8th grade students take the math, reading, science, U.S. history CRTs plus a writing test. The purpose of the CRTs is to measure the effectiveness of our school and Oklahoma schools as a whole. Educators use the test results to improve the educational programs for their students.

Tests are aids to better instruction. As with other such aids, the usefulness of tests will depend upon the extent to which the test results are interpreted with wisdom and caution. Test results should be used to supplement - not to replace - teacher judgment. Test scores should be used in conjunction with everything else the teacher knows about the student to meet individual instructional needs.

Some of the specific purposes and reasons for testing are listed as follows:

1. Tests are a way of finding out what kind of school work a student is capable of and what he or she is presently achieving in the basic skills.
2. Combined with other information, such as course grades and teachers' comments, tests can help give a picture of the total child.
3. Tests can help the school compare the performance of their students as a group to national norms to detect strengths and weaknesses in group performance. Such information assists with determining the need for curriculum changes or other instructional emphases that will benefit the students.
4. Tests can be useful in identifying students' specific needs and talents. Such information can help adults guide the best kind of programs that will utilize each student's specific strengths to assist in improving the areas in which students need help.
5. Tests - and the appropriate use of test results - can help parents gain a better understanding of their child's ability and performance in school.

The writing and CRT tests used in the OSTP are given annually from February through April. The test windows for administering these tests are determined by the State Superintendent of Schools. The testing schedule set during these test windows is established by the principal and district and site test coordinators.

MOTORCYCLES AND READING SCORES

Any student who wants to apply for a motorcycle license must pass the Reading CRT or Alternative Reading test.

REPORTING TO PARENTS

The schools provide a test score report to the parents or guardians of students.

TEST PREPARATION

Students need to realize that preparation for any test, especially standardized tests, requires systematic study throughout the entire school year. Being academically prepared is ultimately the responsibility of the student. However, this responsibility must be shared by teachers and parents. Teachers prepare the appropriate content and skills instruction; parents must provide support and encouragement to their children.

Parents need to show a non-threatening interest in their child's learning by demonstrating concern about what they are doing in school. It is important that students share their school work with their parents whether it is good or bad.

Parents can influence their children to do better on tests. They can encourage children to be serious about the tests.

Some children become nervous and anxious when told they will be taking a district-wide test. Parents should try to reduce this anxiety and help their child feel comfortable so a more accurate picture of your child's performance level can be obtained.

SUGGESTIONS FOR PARENTS

Concern for our children's achievement should be balanced by an equally strong concern for their feeling of self-worth. Here are some suggestions to assure your child that you value him or her as an individual:

- Communicate with your children. As you talk with them, you will be increasing their vocabularies, improving their speech patterns, and stimulating their thoughts. Most importantly, they will know that you value their company. As your children become older it is important to have a line of communication already established.
- Listen intently to your children.

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- Praise your children for accomplishments.
 - Show an interest in your children's school work and homework. Have a special place and time for them to work at home.
 - Take time to sit with your children each evening and go over the activities of the day and any papers they may have to share. Encourage their efforts to keep working hard at school.
 - Be a positive influence in your children's reading habits. Read privately - as well as with and/or to your children - as often as possible. Discuss the ideas you have read together.
 - Support your children and the school by exhibiting a positive attitude.
 - Let your children know it is all right to make mistakes. Mistakes are a natural part of the learning process. However, encourage your children to learn from their mistakes so they can do better next time.
 - Get to know your children's teachers and principals. Do not hesitate to ask questions and discuss your children's progress - or any other concerns you may have.
 - Be an active participant in your child's education. The schools need your help. Parent volunteers are useful in many ways.

The information provided in this handbook will help you understand more fully why the testing program was adopted and how the tests can be used.

Although test results can be overemphasized, testing has become a part of school life. As a parent you can help keep testing in its proper perspective. Working with your children's teachers in a team effort, you can make test-taking a more comfortable, non-threatening experience and help ensure your children will perform to the best of their ability.

PROFICIENCY BASED PROMOTION POLICY

It is the policy of the Fairview Board of Education that students may be promoted upon the successful demonstration of proficiency in the appropriate academic outcomes. Elementary and secondary students may advance on one or more levels of the core curriculum if they perform at the 90% level on Fairview's designated assessments. Parents are encouraged to confer with the principal or counselor at the student's grade level and determine what is appropriate for their child. Testing dates will be during the school year during the second full week of school and the next to the last full week of school. Contact the school for specific dates and times.

STUDY IS ESSENTIAL

Sell yourself on the idea that study is essential, and the battle is half won. Are you thinking of your high school diploma as a stepping stone leading to a college campus or as your number one recommendation for a job? Either way, it is of real worth to you only if, along with your diploma, you have acquired a background of information essential to further learning of certain skills which you can use on a job.

Being willing to study and having a desire to know the content of the assignment at hand clears the way for concentration, and learning should follow readily. This willingness to study and a desire to learn are the first steps toward profitable study. Make them a part of your personal philosophy, your thinking, as you make your daily preparations.

Don't let yourself harbor resentments and objections concerning your assignments because this negative attitude will make your work more difficult for you. You will not learn as readily.

Other suggestions for effective study:

1. Have the assignments clearly in mind.
2. Get together the necessary things for preparation.
3. Begin at once on the work to be done.
4. Concentrate on the job, without interrupting your own work unnecessarily.
5. Try to stay with it until you finish.

Thinking again about your high school diploma, it may help you get into college or on a job, but your own information and skills will determine how long you will stay there or how much progress you will make. Your own store of knowledge, know-how, and personality are in the making as you study. Sounds important, doesn't it? It is!

ENTRANCE REQUIREMENTS

For admission to Chamberlain Middle School, a student must be a resident of the school district or a legal transfer (must be living with parents or legal custodian), and must be willing to abide by the rules and regulations set forth for our school.

Children entering Chamberlain Middle School from other schools need to furnish a transfer of records, a birth certificate, and immunization records which must be brought up to date, if necessary, before entering school.

Many factors will determine the grade placement of the new pupil in our schools. Careful consideration will be given to maturity, ability, and achievement.

GUIDELINES FOR STUDENTS TAKING ALGEBRA 1 IN 8TH GRADE

1. Algebra 1 taken as an eighth grader will not count toward the 24 units required for graduation from Fairview High School. For high school graduation, students must have at least three units of math from Fairview High School or two units of math from Fairview High School plus Algebra I from 8th grade.
2. Algebra 1 taken as an eighth grader will count toward the three units of math required for college admission.
3. Algebra I taken as an eighth grader is to be shown on the high school transcript with an asterisk to indicate that it was "taken in eighth grade". The grades recorded will be the grades as shown (letters or numbers) on the cumulative records as the eighth grade Algebra I grade.
4. Chamberlain Middle School will show in the cumulative records that the math taken as an eighth grader is Algebra I or eighth grade math.

DUE PROCESS PROCEDURE

All policies and procedures in this handbook are subject to due process. The first step in due process would be a meeting with the principal and/or assistant principal. If further steps are needed, the superintendent and/or other school personnel will be involved in any future due-process meetings. The first step of due process requires that the complaint be submitted to the principal within ten (10) days from the date of infraction.

MATH AND ENGLISH RETENTION

With increased emphasis on the importance of math and English, it has become increasingly important that students advance to each grade with a sufficient knowledge to successfully master the skills required in each of the courses. Coursework in math and English builds on what has been learned the previous year. Therefore, students who fail the math or English coursework for a given year will repeat that coursework the following year along with their regular scheduled coursework for that grade. For example, a student may be enrolled in two math classes or two English classes, the failed course and the course for the current grade level. Should a student fail in both English and math, the math course will take precedence and will be repeated the following year. In order to repeat the coursework, the student will be enrolled in one less hour of electives. Electives are courses such as band, music, technology education, art, PE, and athletics. The school schedule will dictate which elective the student will drop.

OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)

The Oklahoma Legislature has provided a fund that will pay a student's college tuition if the student's parents' total yearly income is not more than \$50,000. The program is called the Oklahoma Higher Learning Access Program (OHLAP). Once a student has completed the OHLAP's goals, it will pay tuition at a public two-year college, four-year university or at a public vocational-technical school that offers college credit for certain programs. It will also pay part of the tuition at an accredited private college or university.

8th GRADE STUDENTS may now enroll in the program. Previously, enrollment was limited to 9th and 10th grade students. It may be advantageous for 8th graders to enroll this year rather than waiting until 9th and 10th grade. The students are locked into the requirements for the year in which enrollment occurred.

Students who qualify are encouraged to enroll. Enrollment may be done by contacting the Counselor.

ATTENDANCE

REGULAR ATTENDANCE IS A MUST

No single factor will do more to aid a student's progress in school than regular attendance.

The taxpayers of this community have provided educational facilities superior to those found in most places. It is your responsibility to make the most of the opportunities they have provided for you. This can be accomplished only by regular attendance.

A student must be in attendance at least 90% of the school term (semester) to participate in athletic or other school sanctioned activities. Any student absent for more than 10% of the term (semester) without valid excuse, may result in loss of credit in that class.

ATTENDANCE POLICY

General

Every student shall attend school regularly. Regular attendance is necessary for students to successfully progress in and fully benefit from the educational experience. It teaches students the necessity of regular attendance in preparation for work and teaches students to be personally responsible.

Participation and Credits

A student must be in attendance at least ninety percent (90%) of the school term to participate in athletic contests and/or other school sanctioned activities including graduation ceremonies. Any student who misses more than ten percent (10%) of the term the class is in session without valid excuse may result in loss of credit in that class.

Notifications/State Law

If a student is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney's office. (School Law of Oklahoma, Section 232)

Definition of valid excuse as follows:

1. Doctor's Note
2. Verified death in the family (funeral)
3. Religious Holidays –with prior approval (some restrictions apply)
4. Other absences approved by the Principal

Parent/Guardian

If a student is absent from school, the parent/guardian should call the school office by 8:30 a.m. If a timely call is not received, the absence will be considered an unexcused absence until verification is provided by parent/guardian. This verification must be received within one (1) week.

Excused absences

An absence due to personal illness, death in the immediate family, family crisis situation, court, doctor or dental appointments, or religious holidays may be considered excused. The school reserves the right to request written documentation to verify the absence. An excused absence does not mean that the student will not be counted absent. It does mean that the student has an acceptable reason for not attending and that all work missed will receive full credit if made up in a timely manner as described in the section titled, Make-Up Work. This is necessary to comply with the State Law, Article 1, Section 11; Oklahoma School Code (70-1-111). (School Activity Absences are absences due to participation in school-sponsored activities, though similar to excused absences, are considered a separate category and are covered under the section titled, Extracurricular Activities Policy.)

Unexcused Absences

Any absence not covered in the above criteria (Excused Absences) will be considered excused. This includes, but is not limited to, absences such as trancies and suspensions. (Any student who leaves school without properly checking out through the office will be given an unexcused absence.) Make-up work is required but will receive reduced credit for an unexcused absence as determined by the administration.

Make-Up Time

Students who miss school for any reason, excused or unexcused, other than for participation in approved and/or sanctioned school activities, life threatening accidents or illnesses of an immediate family member, or funerals will be required to make-up time. Exceptions for absences due to health and medical related circumstances will be individually evaluated with consideration given to the student's efforts in class work, attendance history, and parent/guardian's efforts to minimize the amount of school missed.

Make-up time, whether on Saturday morning or in after school sessions will generally follow the guidelines below. Saturday sessions will be needed for absences related to circumstances such as:

1. Vacations
2. Hair appointments
3. Shopping
4. Unapproved recreational or entertainment events

After school or alternative make-up sessions may be needed for situations such as:

1. Documented medical and health related appointments
2. Substantiated or documented illnesses

Administrative discretion is necessary to evaluate each individual situation when work is not made up in a timely manner.

Students will make-up 30 minutes for each hour of school missed. (i.e. One day missed would require one Saturday session or 4 after school sessions. Saturday make-up sessions are from 8:30 a.m. to Noon at the High School) After school sessions (3:30 to 4:30 p.m.) may be utilized with approval from the Principal. When a student misses an activity practice session due to make-up time, he or she will not be penalized, but may be required to make-up the practice missed. Coaches, advisors, and directors may offer an alternate make-up time session to avoid conflicts with the approval or the Principal.

Failure to attend scheduled make-up sessions for Saturday or After School without administrative approval may result in detentions and/or ISS in addition to replacement of the make-up sessions and/or other administrative consequences as determined by the Principal. Tardiness to make-up sessions will result in additional make-up time. For every ten (10) minutes late (or part of 10 minutes) an additional 30 minutes of make-up time will be required. Excessive tardiness may result in other administrative consequences, including suspensions.

PARTIAL ABSENCES

A valid or invalid absence for more than one class period during the day will be counted against the student's perfect attendance.

EXTRACURRICULAR ACTIVITIES POLICY

A. The maximum number of absences for activities, which remove a student from the classroom, shall not exceed ten for any one class period.

Excluded from this number are state and national levels of school sponsored contests.

- a) State and national level contests are those for which a student must earn the right to participate.
- b) Sponsors should develop eligibility criteria that are consistent with the goals of the activity program and local community expectations. Criteria for earning the right to represent the school in any state or national level contest shall be submitted in writing by local school sponsors.
- c) Exceptions will be considered only if extreme circumstances exist that create undue hardships upon the participating schools and after the approval of the appropriate agency.

B. The Internal Activities Review Committee will be organized.

1. The Internal Activities Review Committee should be at least a five (5) person committee which included at a minimum the following positions:

- a) Principal/Administrator
- b) Regular classroom teacher (Core-Subject)
- c) Athletic Director
- d) Coach/Sponsor
- e) Parent

2. The Internal Activities Review Committee is responsible for reviewing and recommending any deviation of the activities attendance policy.

- a) Any deviation from the ten day (class period) absence rule shall not exceed five days (class periods).
- b) Any absence exceeding the ten day (class period) rule, and not approved as a deviation (not to exceed five days/class periods) by the Internal Activities Review Committee will result in the student being counted as not in attendance for that day.

If an away activity begins at 2:30 p.m. or after, the travel time does not count towards the 10 periods.

MAKE-UP WORK

School Related Leave---Teachers may require students to hand in work and take tests in advance of a school related leave. If teachers do not require the work in advance, students will be expected to have all make-up work completed and ready to turn in the first day they return to class. Students on a school related leave are also expected to take scheduled tests upon returning from school activities. Consideration of the above will be taken for students who return from a school related leave such as a bus failure in bringing them to school.

Valid/Invalid absences---Students with a valid or invalid absence will have one day for each day of absence to make-up and turn in missed work.

In all the above circumstances, it is the responsibility of the student to get a listing of make-up work and have it completed adherent to pre-described guidelines.

TARDY POLICY PER SEMESTER

Attendance at CMS is for the purpose of obtaining an education. Tardies interrupt class. They effect grades and establish bad habits. A student is counted tardy if he/she is not in his/her designated place at the appropriate time. Excused tardies are accepted only when accompanied by a written note. Tardiness due to hall congestions is not an excused tardy. The tardy policy is an accumulation of tardies from all classes.

If a student is tardy more than 25 minutes, he/she will be counted absent for that class period.

TRUANCY POLICY

A student absent without the consent of his/her parent is truant. This is an invalid absence. Work will be made up for partial credit. Repeated truancy may be cause for disciplinary action, expulsion, or legal action. Students are truant if they:

1. Leave school without permission of the principal and have not signed out in the office.
2. Are absent from class without prior permission from parents.
3. Are absent from class without permission (skipping).
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home or stay in the restroom instead of reporting to the office.
6. Come to school, but do not attend class.
7. Does not attend a scheduled class/field trip without reasonable excuse.

EXCESSIVE TRUANCY AND THE DISTRICT ATTORNEY

Students with excessive truancy will be called to the attention of the District Attorney for prosecution of parent and/or student. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein their school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes **(70-10-106)**. Valid excuses are doctor's notes, verified funerals, religious holidays (some restrictions apply), and school activities in which the student is a participant.

CONDUCT

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy - Toward teachers, fellow students, and the officials of school athletic events.
2. Pride - In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports their school and does their utmost to keep their scholastic and activity standards at the highest possible level.

COURTESY

Courtesy to teachers, school employees, other students, and visitors is a tradition at our school. Each of us should strive to be considerate of all others, despite racial, religious, or economic background.

Respect and obey the judgment of your teachers. They are not only your teachers and adults, but are considered your parents during the school day. Treat all other adult employees of the school with courtesy, too, and follow any request or direction given by them. These include custodians, cafeteria workers, and office personnel. Rudeness will result in disciplinary action.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole education structure. It is training that develops self-conduct, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

CONTROL AND DISCIPLINE

School Law of Oklahoma, Sec. 98:

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from school district or classroom presided over by a teacher.

DETENTION

1. Students may be assigned to morning, noon, and/or after-school detention by the principal as a discipline procedure.
2. Students that miss an assigned detention will have another day added. Late arrivals will have another day added.
3. Students refusing to attend a detention session will face a long-term suspension until the time is served.
4. Students must bring homework or have accelerated reading material for detention. Students will be expected to work on school work the entire duration of the detention period. Unproductive time will mean more detention time.

IN-SCHOOL SUSPENSION

Suspension will be between one (1) to fifteen (15) days. There will be 100 percent makeup on homework and tests. If the work is not completed or there are problems while under suspension, extra days will be added. **The student will not be allowed to attend any school activity while the student is suspended.**

OUT-OF-SCHOOL SUSPENSION

Suspension will normally be for a period of three days, but the number of days may vary depending upon the seriousness of the offense or the number of previous suspensions. **A suspended student is suspended to the custody of the student's parents and is not allowed to be on or near school premises nor attend any school activity while the student is suspended. To do so will result in further suspension.**

While on school district property, while in attendance at any school-sponsored activity, or while under the general supervision of school officials, regardless of location, students may be suspended for any of the following:

1. Conduct which jeopardizes the safety of others.
2. Possession, threat, or use of a dangerous weapon.
3. Selling, passing, buying, or in any way in possession or consumption of, or under the influence of, any narcotic drug, stimulant, barbiturate, alcohol, or controlled dangerous substances. (Controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student.)
4. Fighting, assault and battery.
5. Immorality or profanity.
6. Theft or possession of stolen property.
7. Destroying or defacing school property.
8. Showing disrespect for faculty, staff, or school employees.
9. Conduct which disrupts the normal educational process.
10. Violation of school rules, regulation, or policies.
11. Cheating or attempting to create classroom disturbance.

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12. Disobeying a school employee wilfully and openly.
 13. Any participation in gang activities including the mode of dress, hand signs, meetings, or any other gang-related practice.
 14. Harassing any school employee away from school.
 15. Continuing absenteeism or tardiness.
 16. Public display of affection.
 17. Breaking and entering the school building after school hours.
 18. Possession of obscene material or making obscene gestures.
 19. Any level or type of bullying.

The principal shall exercise his/her power as to the length of time of the suspension. Serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester. In all cases of suspension from school, parents will be notified by telephone or letter. During the time a pupil is suspended, he/she is excluded from all school activities, including extracurricular activities. Any time a student is suspended, they will have the opportunity to make up all zeros received for partial credit.

All make-up work will be due the first day back. All students will have 72 hours to appeal the suspension to the building principal. The pupil suspended shall have the right to administrative appeal and a hearing before the Board of Education. This decision of the Board of Education shall be final.

Out-of-school suspension counts against perfect attendance.

EXPULSION

A student may be expelled from school for improper moral action, persistent discipline problems, reasonable proof of guilt in cases of stealing, for gang-related activities, and for gross disrespect for the teacher or administration.

CONDUCT OFF SCHOOL PREMISES

School authorities may discipline pupils for out-of-school conduct having direct and immediate effect on the discipline, welfare, and effectiveness of the school. The rationale for this rule is obvious. Students can effectively disrupt the school by off-campus attacks on school officials, their families, animals, or property. Students must know that such attacks will result in disciplinary action.

DISRUPTIVE ACTS AT THE END OF THE SCHOOL TERM

Any student who engages in disruptive behavior in violation of these policies on or near the last day of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the principal, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until such time as the principal and the parents have conferred and resolved the issue regarding the student's unacceptable behavior.

BULLYING PREVENTION POLICY

Oklahoma Senate Bill No. 992, the Bully Prevention Act, defines "harassment, intimidation, and bullying" as any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, or bullying include, but are not limited to, a gesture or written, verbal or physical act;" . . . on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

A. Kinds of bullying include but are not limited to:

Physical bullying: Harm to another's body or property (threatening physical harm or gestures, tripping, hitting, starting fights, destroying property, extortion, assaulting with a weapon/object).

Emotional bullying: Harm to another's self-worth (insulting remarks, insulting gestures, harassing and frightening phone calls, challenging in public).

Social bullying: Harm to another’s group acceptance (gossiping, sassing/talking back to school employees, playing mean tricks, spreading rumors, insulting race, excluding from the group, arranging public humiliation, undermining other relationships, ruining a reputation).

Sexual bullying: Sexual harm to another (unwanted sexual comments and behaviors).

B. Reporting bullying incidents

All students have the responsibility of reporting all incidents of bullying behavior to a responsible adult whether or not the reporting student(s) are the target. Reporting is not tattling. Reporting is done when someone is doing something harmful or on purpose. It is done when someone needs help or is scared. Tattling is done by students trying to get someone else in trouble or by someone trying to get attention for themselves. Students, parents, and staff will be instructed how to define, confront appropriately and report these behaviors at the beginning of the school year.

C. Chamberlain Middle School Bullying Consequence Plan

Chamberlain Middle School students are expected to exhibit civility at all times. Bullying behaviors will not be tolerated without consequences at Chamberlain Middle School. The following outlines those consequences but does not limit other options that may be necessary depending on frequency and/or severity of the nature of the incidents.

- Step 1 Behavior addressed with written promise and/or apology with loss of privilege. Report is filed.
- Step 2 Behavior addressed with three days in-school suspension or swats and referral for counselling option. Report is filed.
- Step 3 Behavior addressed with 3 days out of school suspension. Report is filed.
- Step 4 Behavior addressed with recommendation of long term suspension. Report is filed.

In the event destruction of property is involved, restitution for damages will be necessary. Students that fight or are involved in severe/prolonged incidences of harassing, intimidating behavior may be reported to the Fairview Police Department and/or the Major County Juvenile Services Unit.

SEXUAL HARASSMENT

The policy of the Fairview School District forbids discrimination against, or harassment of, any student on the basis of sex. The board of education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

A. Sexual Harassment

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented kidding, teasing, double meanings, jokes, and notes.
1. Demeaning comments about a girl’s/boy’s ability to excel in a class historically considered a “boy’s”/“girl’s” subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
4. Pornography of any type will not be accepted and students caught in violation of this will be subject to immediate suspension. This includes cell phones or any pornography on an electronic device.

B. Specific Prohibitions

1. Administrators and Supervisors

- a. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- b. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- c. The school district is not concerned with the “off duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school.

Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

C. Report, Investigation, and Sanctions

- 1. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance policy.
 - a. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration, or supervision, or to any responsible adult person.
 - b. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- 3. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to, warning, suspension, or termination, subject to applicable procedural and due process requirement.
- 4. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to, warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

CORPORAL PUNISHMENT POLICY

- 1. Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever a teacher or administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only by teachers or principals in the presence of another certified employee.
- 2. In the event corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation, as well as the administration, of corporal punishment should take place in front of a certified employee. In addition, a record of the

administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness.

3. Any parent who does not wish corporal punishment administered to his/her child or children should notify the principal of that school in writing annually, and that request will be honored.

If parents do not wish to utilize corporal punishment, then the student may receive out-of-school suspension. The student will be expected to make up the missed work, with partial grade credit, and may be tested with the rest of the class. One of the student's parents will be required to accompany the student when the student is readmitted to school.

DRESS CODE

Good standards of dress and appearance reflect good judgment and poise, increase maturity, and help create the business-like and purposeful atmosphere at a good school. Another reason it is important for students to take pride in their personal appearance is that many employers request the school to provide information concerning personal appearance of a prospective employee.

Fairview has become known as one of the systems that has a marked absence of students of sloppy appearance, and this is the type of reputation that is highly desirable. To keep this high standard, the following guidelines of appearance and dress must be understood and followed.

A student's appearance should not distract classmates from the important task of learning. Because a relationship between one's appearance and behavior does exist and because an appropriately dressed student is better accepted by his peers, attire for students must be reasonable, modest, and in such style so as not to cause distraction.

The sponsors of extracurricular activities may set their dress code more strictly than those listed, as long as the code is reasonable. They must have their code approved by the principal and superintendent. Final authority on any dress code matter or policy rests at the discretion of the building principal.

GUIDELINES FOR DRESS FOR ALL STUDENTS

1. Shirts and blouses designed to be worn inside jeans, pants, or skirts are to be worn in that manner particularly if they hang below the wrists. Shirts and blouses should be of appropriate length that skin is not exposed when the arms are raised above the head.
2. Rubber or plastic flip flop shoes are considered inappropriate dress and will not be permitted. Leather sandals may be worn.
3. Warm-ups, sweat pants, mesh shirts, tank tops, clothes with holes, and other similar attire are inappropriate for school wear and will not be permitted.
4. Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages or drug and tobacco products or that display skull and cross bone decals will not be permitted.
5. Hats, caps, and sunglasses should not be worn at school.
6. Chains worn around the waist or pocket chains will not be allowed.
7. Chains with links larger than 1/8 inch will not be allowed to be worn around the neck.
8. No dog collars and chokers wider than 1/2 inch.
9. Body piercing is considered inappropriate and will not be allowed. Girls will be allowed to have pierced ears, but no more than two earrings per ear.
10. Clothing considered or sold as undergarments must not show - i.e. boxers, bra straps, etc.

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11. Tattoos and other skin appliques are not allowed.
 12. Hair must be clean and well groomed and should remain out of student's eyes during normal activities.
 13. Hair dyed any color besides a natural color will not be allowed. Extreme, unusual or unnatural hair cuts including shaved or designed sections shaved in the hair is considered unacceptable.

GIRLS

1. Hemlines of skirts and dresses must be no higher than 5 inches from the floor to hemline when student is on her knees. Shoulder straps must be of dollar bill width.
2. Any type of shorts, capri pants, or other type of short-legged pants are considered unacceptable dress and are not to be worn at any time.
3. Tight-fitting knit or cotton pants are considered as tights or hose apparel and must be worn as such under dresses or skirts measuring no higher than 5 inches from the floor to hemline when student is on her knees.
4. Examples of unacceptable dress for girls include halter tops, tank tops, spaghetti straps, bare midriffs, hip huggers, or any dress reflecting an extreme style.
5. It will be unacceptable to wear hair curlers or exaggerated make-up.
6. Jeans with any holes are considered unacceptable dress and are not to be worn at any time.

BOYS

1. Shorts are considered unacceptable dress and are not to be worn at any time.
2. All boys must be clean shaven. No beards or mustaches will be permitted.
3. Boys are not allowed to wear earrings.
4. Half-shirts are considered unacceptable dress as well as any dress reflecting an extreme style. Shirts must have sleeves; no sleeveless shirts are to be worn.
5. Jeans with any holes are considered unacceptable dress and are not to be worn at any time.
6. Jeans that are oversized and sagging are considered unacceptable dress and are not to be worn at any time.

When a student has violated the school dress code and a change of clothing is needed, tops will be provided by the school; otherwise, the student will be allowed to call his/her parents or guardians to have them bring pants/skirts/shoes, etc. The student will be allowed to attend classes until the clothing arrives. Additional, purposeful violations may result in detention, in-school or out-of-school suspension.

ATHLETIC DRESS CODE

Certain types of clothing are required for physical education and athletic classes. The clothing requirements will be outlined by the coach for each class and students are expected to adhere to those requirements.

Coaches usually require athletes to dress "up" for school on game day and for attendance to athletic events. Students should check with their coaches' particular requirements concerning dress.

WEAPONS/GUN-FREE SCHOOLS

It is the policy of the Fairview School District to comply fully with the Gun-Free Schools Act.

Any student in this school district who brings a firearm or other weapon, as described by Section 921 of Title 18 of the United States Code, to school, to any school-sponsored event, or to or in or upon any school property, including school transportation of school-sponsored transportation, will be removed from school for the remainder of the current semester and for the total of the following semester. The firearm or other weapon will be confiscated and released only to the parent or to police authorities. School officials will immediately report discovery of unauthorized firearms on school property to a law enforcement authority.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

ELECTRONIC COMMUNICATION DEVICES

Students may not bring telephone beepers, iPods, headphones, Gameboys, or similar devices into the main building. Violators of this policy are subject to disciplinary action and/or confiscation of that article.

Students are not to be in possession of a cell phone during regular school hours. However, if a student needs to have a cell phone after school to contact a parent, that student may bring a cell phone to school, turn it in at the office before 1st hour (or 2nd hour if the student has athletics 1st hour), and then pick it up from the office after school lets out. A student may take a cell phone to an athletic event in order to contact parents when he/she returns home or for other logistical reasons. Cell phones during school sponsored activities are to be used only for emergencies or to communicate with parents, and permission should be obtained from coaches/teachers before it is used.

Any unauthorized use of the cell phone during school hours or during school activities in which the student is involved may result in the banning of that student from bringing a cell phone to school for any reason the rest of the school year and in the confiscation of the cell phone which may be picked up by the student's parent at the school office the next school day.

Any electronic device brought into the main building without properly being checked in will be severely disciplined.

TOBACCO

There is to be no use or possession of tobacco by students within one block of school premises. Violation will result in 4 days in-school suspension.

LASER POINTERS

Laser pointers are not allowed at school/school functions.

CORRECTION FLUID AND PERMANENT MARKERS

Students will not be allowed to bring correction fluid or permanent markers to school. Students will not be allowed to use correction fluid. If permanent markers are needed, they will be supplied by the teacher.

ALCOHOLIC BEVERAGES AND DRUGS

Possession, consumption, or being under the influence of alcoholic beverages or controlled dangerous substances (controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student) is forbidden by state law and shall be enforced by members of the faculty and administration during the school day, at school functions, and when representing the school away from home as either a participant or spectator. Restrictive discipline and an immediate three-day to ten-day suspension will result if the student is guilty of this. A second offense may result in expulsion.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NONINTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of the Fairview Board of Education that any teacher who has reasonable cause to suspect a student may be under the influence of or said student has in his or her possession:

1. nonintoxicating beverages (i.e., beverages containing more than 1/2 of 1 percent of alcohol by volume, and not more than 3.2 percent alcohol by weight);
2. alcoholic beverages
3. controlled dangerous substance as the above are now defined by state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. Reference: *O.S. Title 70 Section 133*

Any suspension and/or expulsion of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

CONDUCT IN HALLS

Students will refrain from loud talking, boisterousness, or other improper action while passing in the halls.

STUDENT LOCKER USE

CMS office personnel assign each student a locker for his/her use for the school year. There are certain important responsibilities that go with using a locker.

1. There is to be no unauthorized swapping of lockers.
2. Sticky stickers are not to be used on or in the lockers.
3. There is to be no writing on the surface of the lockers of any kind.
4. Students are expected to keep their lockers clean and organized. Shelving of some kind may help with organization. Lockers should be kept free of trash and articles of clothing.
5. Students should close locker doors gently so as to cut down on noise and locker damage.
6. Individual lockers are off-limits to other students. Students are not to give permission for other students to get into their lockers.
7. It is recommended locks not be used on book lockers.

Violations to the above may result in the student using a "box at the office" for his/her locker for a period of at least one week or until such time the student can treat his/her locker (or those around them) appropriately.

COAT AND BAG HOOKS

Numbered hooks are provided for student coats and bags. These items are to be kept off the floor. Book bags are not to be used as lockers. Upon arrival to school, books and pencils should be placed in the lockers for the day. Book bags are to be kept zipped. Bags not zipped and bags and coats on the floor will be turned in at the office. Students may reclaim these items by signing them out. The third time a student has to reclaim an item will cause him/her to be assigned a period of detention.

PERSONAL PROPERTY/VALUABLES

It is imperative that every student places his/her name on all personal property (coats, athletic clothing, bags, templates, rulers, mechanical pencils, etc.). Valuables may be locked in the assigned lockers inside the gym. Otherwise, its safekeeping is the responsibility of the student.

BAND INSTRUMENT STORAGE

Space is provided for students to store their band instruments at school. Students who do not store their instrument in the proper place will have to keep their instrument on their person for one day.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not appropriate behavior for school and will not be tolerated. Offenders will be subject to disciplinary action.

SKATEBOARDS, SCOOTERS, AND ROLLER BLADES

With the automobile traffic around our schools and the chance of injury, skateboards, scooters, and roller blades will **not** be allowed on school grounds. Shoes with wheels in the bottom are also not allowed.

WINTER RULES

We expect to have no SNOWBALLING at Chamberlain Middle School. As parents know, this can present a real safety hazard.

LIBRARY MEDIA CENTER

Chamberlain Middle School's media center is organized and maintained:

- To provide you with a collection of books, magazines, newspapers, pamphlets, and reference books that will be helpful in the preparation of class assignments.
- To furnish you with recreational reading material for leisure moments.
- To give you a quiet place where you can come to study or read.

RULES AND REGULATIONS

There will be no food or drink in the library media center. This also includes eating candy or chewing gum. Anyone caught doing so will forfeit library privileges for an indefinite period of time.

This is your media center, and we want to make it as comfortable, usable, and desirable as possible for you and the faculty. For this reason we must have some rules and regulations to govern the facility.

BORROWING PRIVILEGES

1. The library media center will be open all official school days at 8:10 a.m. and will remain open until 3:40 p.m. The center may be open at other times with the permission of the library media specialist.
2. The library media center is fully automated, and each student is responsible for checking books out using their own identification number. Due dates and fines will be recorded by the computer.
3. Regular library books may be checked out for a period of two weeks unless the material is marked indicating certain restrictions.
4. The reference collection is not circulated out of the school, but may be used in the library or checked out by a teacher for classroom use.
5. A student may have no more than two books checked out. Exceptions will be made by the library media specialist if additional books are needed for research.

LIBRARY FINES

1. Fines for overdue regular library books are five cents (5¢) per school day. Fines are exclusive of holidays and weekends.
2. Absence does not excuse a student from payment of fine.
3. Report cards will be held at the end of each nine-week period until all dues are paid and past due books are returned.
4. Payment for a lost book is based on the replacement cost. An additional \$5.00 will be added to the replacement cost for processing fees. If a lost and paid for book is found within 30 days, the fine will be subtracted from the amount paid and the balance refunded. If the book is not returned within 30 days, no refund will be made.
5. If damage to a book is great enough to warrant rebinding or replacing, the cost of the book plus an additional \$5.00 for processing will be charged to the student.
6. If a book is lost or damaged, the student forfeits the privilege of checking out two books and will be limited to one book at a time the rest of the school year.

FORFEITURE OF LIBRARY PRIVILEGES

Students who do not cooperate with the library staff or comply with the regulations will forfeit the privilege of using the library facilities.

COMPUTER USE IN THE LIBRARY

Computers are in the library for the following purposes:

1. Catalog searches. Search for a particular book, author, or subject using the computer.
2. General use by library media specialist or library aide.
3. GAP book tests.

All computers are on the network and can access stored information.

COMPUTER LAB RULES

A computer lab is available for your use during school hours and after school until 4:00 p.m. Additional time may be available--check with the library media specialist. Computers are available on a first come-first served basis **after** scheduled classes have been served.

1. If you are not scheduled with a class in a lab, please have a lab pass signed by your teacher. Computers will be available on a first come-first served basis. Priority is always given to students scheduled into the lab for that time period.
2. Students displaying inappropriate behavior will be asked to leave.
3. Please call any computer problems to the attention of your teacher.
4. Please do not use equipment or programs with which you are unfamiliar. Ask for instruction from your teacher. Many programs are available for skills development.
5. Please print all your work on the printers available throughout the building. Students need to ask permission from the teacher before printing.

INTERNET - TERMS AND CONDITIONS

1. Acceptable Use - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying is also prohibited.
2. Privileges - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Local Education Agency (LEA) faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use, and their decision is final. The district may deny, revoke, or suspend specific user access.
3. Netiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - A. Be polite. Your messages should not be abusive to others.
 - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - C. Do not reveal your personal address or phone numbers of students or colleagues.
 - D. Illegal activities are strictly forbidden.

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- E. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - F. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - G. All communications and information accessible via the network should be assumed to be private property.
4. Fairview Public Schools (Local Education Agency - LEA) makes no warranties of any kind, whether expressed or implied, for the service it is providing. The LEA will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, error, or omissions. Use of any information obtained via the LEA is at the users own risk. The LEA is not responsible for the accuracy or quality of information obtained.
 5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account or password. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet and all school computers.
 6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
 7. Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to Fairview Public Schools and to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

**STUDENT AGREEMENT TO THE TERMS AND CONDITIONS OF THE INTERNET
USED IN FAIRVIEW PUBLIC SCHOOLS**

STUDENT NAME (Please print) _____

COMPUTER USAGE

I understand that I will be using computers and computer software as a part of my classes during the school day. I understand that I and my parents/guardians are personally and financially responsible for an abuse/misuse of school property while in my possession or under my use or care.

Student Signature _____ Date _____

Parent Signature _____ Date _____
(Must be signed if the student is under the age of 18)

INTERNET USAGE

I understand and will abide by the Terms and Conditions for Internet Use Policy. I understand that abuse of chat rooms and any level of cyberbullying is a violation of school policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

Student Signature _____ Date _____

As the parent/guardian of this student, I have read the Terms and Conditions for Internet Use Policy. I understand that this access is designed for educational purposes and that the LEA has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the LEA to restrict access to all controversial material, and I will not hold the Fairview Public School District or OneNet responsible for materials acquired on the network. I hereby give my permission to grant Internet access to my child and certify that the information contained on this form is correct.

Parent Signature _____ Date _____
(Must be signed if the student is under the age of 18)

GENERAL INFORMATION

DAILY SCHEDULE

The school day will begin with the morning bell at 8:10 a.m. Classes will begin at 8:15 a.m. School will be dismissed at 3:25 p.m. each day.

MOMENT OF SILENCE

Pursuant to state law, Chamberlain Middle School observes a Moment of Silence daily.

WEATHER CLOSING INFORMATION

For school closing information tune to: K101 (101.1 FM) KFOR (CH 4) FOX 25 KOCO (CH 5) KWTW (CH 9)

For those who provide current phone numbers, you will be notified by the SchoolReach automated messaging system of weather closings, emergency situations or important announcements.

CLOSED CAMPUS

For all practical purposes, our campus is closed for the noon hour. Students may leave the school grounds only if their parent checks their own child out of school and returns them. An exception would be if a student lives close to the school and receives permission to eat at home. They will not be allowed to take a friend with them unless the friend provides a signed note ahead of time from his/her parent stating the reason for leaving the school grounds and with what adult their child will be leaving. Motorcycles may not be used as transportation home during the noon hour.

SHUTTLE BUS RULES

ALL students are required to ride the shuttle bus to classes off campus. Because of the location of some of our classrooms on the high school campus, we have provided our students with a shuttle bus service in order to transport them to and from classrooms. Cooperation of every student is needed to make this procedure function efficiently. The following rules are to be adhered to by all students riding the shuttle bus at any time during the school day.

1. Go directly from your previous class to the loading area. The waiting area at the high school is at the main doors of the gym lobby.
2. Students are to conduct themselves properly at all times. Loud and boisterous talking or "horseplay" will not be allowed at any time while waiting, loading, unloading, or riding the shuttle bus.
3. Sometimes students returning to class on the bus at the middle school building will find that classes have already started; therefore, it is imperative that students entering the building after classes have commenced go quietly and quickly to their lockers and to class without disturbing other classes.
4. If a student should miss the shuttle bus, he is to report to the office (if at the high school) or report to his instructor (if at another building) to receive an admit stating the reason for his failure to be on the bus. A time of departure will be put on the admit and the student will be required to walk quickly to the building for his next class. **Disciplinary action will be taken against students that habitually miss the bus and are not able to fulfill their responsibilities in this matter.**
5. Students should move promptly while loading, unloading, and moving to and from loading areas; however, **students are not to run at any time!**

ILLNESS AT SCHOOL

If you should need special care at school due to some condition such as diabetes, epilepsy, asthma, rheumatic fever, or a heart condition, we will be able to give you special attention if you will give the necessary information to the principal or secretary with a statement from your parents or your doctor concerning your difficulty and your care.

MEDICATION

ADMINISTERING TO STUDENTS

It is the policy of the Fairview Board of Education that if a student is required to take medication or if circumstances exist that indicate that is in the best interest of the student that a nonprescribed medication be dispensed to that student, or the principal's designee, may administer the medication only as follows:

1. Prescription medicine must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

2. 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 for the parent, guardian, or person having legal custody that indicates the following:
 - A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.

3. Self-administration of inhaled asthma medication by a student of treatment of asthma or an anaphylaxis medication used to treat anaphylaxis 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 or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
 - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements
 - D. A Student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
 - E. Definitions:
 - i. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
 - ii. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

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4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return any unused prescription to the parent or guardian only.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

The policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.

Adopted February 4, 2013

CONTAGIOUS DISEASE

Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice. (*School Law of Oklahoma, Section 815.*)

Children with active head lice infestation (crawling lice, nits within one-half inch of the scalp, and treatment history) **must be sent home**. They must be treated with medicated shampoo. They may return to school after he/she has been treated. After the first infestation, the child must be checked and discharged in writing by the Major County Health Department. After the third infestation, a no nit policy (student sent home) will be enforced for that student for the remainder of the school year. Parents are encouraged to check their child's head daily to see that it is not reinfested. A child must return to school within one day after he/she has been sent home or the case will be turned over to juvenile authorities.

MENINGITIS

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Signs and symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

The disease is spread by droplets in the air and direct contact with someone who is infected. If your child has symptoms of meningococcal disease contact your health-care provider immediately. Vaccines can prevent many types of meningococcal disease, but not all types. Local county health departments have the vaccine available now at no charge for all children who:

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- Have no health insurance,
 - Are Medicaid eligible,
 - Are Native American,
 - Or whose health insurance does not pay for vaccines,
 - And are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be travelling to certain parts of the world.

The vaccine is not required to attend kindergarten through 12th grade in Oklahoma. However, it is required for students who are enrolling in college and other schools after high school who will live in dormitories or on-campus student housing.

AUTHORIZED SELF-MEDICATION OF INHALED ASTHMA MEDICATION

Pursuant to Section 1-116.3 of Title 70 of the Oklahoma Statutes, it is permitted that a student self-administer inhaled asthma medication for the treatment of asthma. The self-administration of asthma medication must be authorized by the student's parent(s)/guardian(s) and physician.

Pursuant to Section 1-116.3 of Title 70 of the Oklahoma Statutes, the parent(s)/guardian(s) of the student are required to supply the school an emergency supply of the student's medication to be administered.

Pursuant to Section 1-116.3 of Title 70 of the Oklahoma Statutes it should also be known to the parent(s)/guardian(s) that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and the parent(s)/guardian(s) are required to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of such authorizations.

A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times. Said student is not permitted to allow any other student to use his/her inhalant medication, nor is said student permitted to use inhalant medication of another student. The student's inhalant must be labeled with his/her name.

A student must be in possession of his/her asthma inhalant medication in order to (1) participate in daily athletic/PE exercises or (2) attend away athletic events or other away school sponsored activities.

IMMUNIZATION POLICY

According to Title 70 of the Oklahoma Statutes, Sections 1210.191-193, no minor child shall be enrolled in school unless certification from a licensed physician or authorized representative of the State Department of Public Health can be presented showing that the child has received or is in the process of receiving immunizations against the designated diseases for that age of child. Should a child fall behind on his/her immunization schedule, the child may be suspended from school until such time the schedule is resumed and a letter mailed to the district attorney informing him/her of the reason for suspension.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school the student must first get a withdrawal sheet from the principal's office. Each teacher must sign the withdrawal slip and give an estimated grade. All fees and fines must be paid. No credit will be transferred until the student has legally withdrawn. The principal reserves the right to contact parents before official withdrawal is completed.

CHANGE OF ADDRESS AND PHONE NUMBER

If a student moves from one address to another, this information must be reported to the office where it will be entered on the office records.

TELEPHONE USE

The office telephones are business telephones and should not be used by students except for emergencies. Parents should not call the school wanting to speak to their child except in cases of real emergency. Incoming calls will be taken in the office, and a message will be delivered. No teacher or student will be called from a classroom except for an emergency.

BICYCLES AND MOTORCYCLES

Any pupil that rides a bike must obey all traffic regulations required of a motorist.

1. Ride with the traffic, not against it.
2. Use hand signals.
3. Ride straight, don't zig zag.
4. Ride in a single file.
5. Leave parked bicycles and motorcycles alone. You are not to abuse another's property in any way.
6. Park your bicycle or motorcycle when you arrive, and leave it parked until leaving school. Cycles must be parked in designated areas. Do not ride on school sidewalks.
7. No riders are allowed on bicycles or motorcycles.
8. Motorcyclists must notify the principal they will be driving a cycle to school.

CARS

Chamberlain students may not drive to and from school, even if they are licensed drivers.

LUNCH ROOM

Remember that the lunch room is your school dining room. Courteous manners and a quiet, pleasant conversation are as appropriate here as in any home where there are guests, or as in any public place. Your manners are the printed page on which people read of what you are on the inside. When in the lunch room, students are to form a single file line and conduct themselves in a proper manner.

BUILDINGS

The Chamberlain school building will be open for students no earlier than 8:10 a.m. Students are permitted to enter the cafeteria at 8:00 a.m. only on days of inclement weather, but must conduct themselves properly. Students are not allowed in the school building before school or during the noon hour except with permission and under supervision of a teacher.

Students are not to be in the building of Chamberlain Middle School after school hours unless they are supervised by a teacher or coach. Students needing in the gym or classroom areas after school hours can do so by securing permission from a teacher or coach that will be supervising the activity. Otherwise, students are not to be in the building after hours.

Disciplinary action will be taken against students found in the building without permission.

Your cooperation in this matter will help alleviate a number of problems and will be appreciated.

BAND SUPPLIES

Band supplies (reeds, oils, books, etc.) are available for purchase at the band building. These supplies may not be charged by the students.

LOST AND FOUND

A lost and found department is maintained in the secretary's office. Articles which are found should be brought there. If you have lost an article, you may redeem it by identifying the same. Your wearing apparel, books, and other articles should be marked for identification.

SCHOOL DAYS

One hundred eighty-five (185) full teaching days will be scheduled during the school year, with not more than ten (10) days used for professional meetings. School will be closed on Labor Day; Thanksgiving and the Friday following; District Teachers Meetings; Fall Break; and Spring Break. Easter and Christmas Holidays will be set yearly and will vary from year to year.

REPORT CARDS

Report cards will be distributed on Wednesday of the week following semester examinations. The grading system used at Chamberlain Middle School computes letter grades on the following scale:

A--Superior Work	90-100
B--Good Work	80-89
C--Average Work	70-79
D--Below Average	60-69
F--Failure	Below 60

If a student has any fees or fines (band, library, lunch, etc.), they must be paid prior to receiving their report card.

SOLICITING

No soliciting or selling may be done in school without approval of the superintendent.

SAFETY DRILLS

The principal and faculty members of each school building will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the specific alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. These procedures will be developed to ensure the complete safety of children and other school personnel. An Emergency Procedures Guide is located in every building in designated locations.

Ten drills must be conducted each year, as follows:

- Fire drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. All students and teachers shall participate.
- Intruder drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. Student involvement shall be determined by the superintendent in consultation with the building principal.
- A tornado drill will be conducted two times per year, one in September, and one in March.
- Lockdown drills will be conducted twice a year, once each semester, at different times of the day.
- Other safety drills, as determined by the principals of each building, shall be conducted twice during the school year.
- All drills must be documented and a copy filed at the administration office, and with the Oklahoma School Security Institute (previously known as Institute for School Security Resources.) The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his/her designee upon request.

ASBESTOS BUILDING INSPECTION

In compliance with the Asbestos Hazard Response Act and related Oklahoma and federal regulations, Fairview Public Schools have had our buildings inspected by licensed personnel for the presence of asbestos. Precision Testing Laboratories, Inc., was contracted to write a management plan which outlines the potential health hazards and methods of maintaining asbestos-containing materials. The current assessment of the health hazard is low. The condition of the material is good, and the potential for damage is low. We have been advised by Precision Testing Laboratories, with the special operation and maintenance procedures that Fairview Schools are doing, there is no need for worry. We realize this brief explanation concerning our plans and the results of the inspection may leave unanswered questions in your mind. For this reason, we will make available all documents for your review at the Board of Education Office at 408 East Broadway, Fairview, Oklahoma. Please contact the Administration office to schedule an appointment to review the management plan.

ACTIVITIES

ACTIVITIES AND TRIPS

A good impression of our fine schools and community has been created by Fairview students due to the fine behavior in other cities.

Students going on activity trips are required to have an approved adult in each vehicle and an approved chaperone with the group. When transportation is arranged for a group, every member of the group is expected to go and return with the group unless another plan is cleared with the faculty sponsor before the trip.

When a trip involves the absence of students from the classroom:

1. Their eligibility must be checked before the event.
2. A list of all students involved should be given to the principal's office two days before the trip.
3. The principal or sponsor may prohibit any student from participation in any activity at any time.
4. Students with a history of dress code violations, discipline problems at school, etc., may be prohibited from participating in activities away from school.

CLASS TRIPS

Classes are permitted one trip each year. Sponsors will request and supervise these trips. Class trips must be scheduled two weeks in advance. Arrangements for class meetings are to be made by a sponsor. A student may not be allowed to attend a class trip if academic and disciplinary performance is substandard.

RULES FOR BUS RIDERS AND SPONSORS ON ACTIVITY TRIPS

These rules apply to any trip under school sponsorship, to any destination, and from the time the bus departs until it returns to the school.

1. Wait until the bus comes to a complete stop before attempting to enter.
2. Keep hands, arms, and head inside the bus at all times after entering the bus.
3. Assist in keeping the bus safe and clean at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would fine furniture in your own home. Any damages will be required to be paid for by the offender.
6. Never tamper with the bus or any of its equipment.
7. Keep packages, coats, and all other articles out of the aisles. Leave no articles on the bus when you return home.
8. Keep feet OUT of the aisles. Sit properly in the seat, face forward, feet on the floor.
9. Do not throw anything out of the window.
10. Riders are not permitted to leave their seats while the bus is in motion. Do not walk in aisle nor exchange seats. Horseplay is not permitted at ANY time.
11. Riders are expected to be courteous to each other, the driver, and sponsors.
12. No eating or drinking on the bus at any time. (State law prohibits any glassware on the bus.)
13. The bus driver has authority to assign seats at any time.
14. The emergency door is for emergency use only.
15. Students who receive a **Transportation Disciplinary Report** from the school transportation department will receive a warning for the first offense. The second offense will result in the student being banned from riding any bus at any time for a period of two weeks. If the first offense is severe enough, the student may be banned from the bus immediately following that first offense.

TRANSPORTATION POLICY

1. If a bus or van is scheduled to transport students, students desiring to travel with their parents must have their alternate travel plans cleared through the principal's office. In some cases, parents will be allowed to transport only their own children to these events.
2. If a student travels to an event on a school bus, that student is expected to return on the school bus. The parent of the student may present themselves to the coach or sponsor and seek permission to check their son or daughter only off the bus to ride home with the parent. The decision will be made by the sponsor or coach.
3. A student who misses the bus, but arrives at the activity site, is not to be allowed to participate unless he/she has been transported by his/her parent or parents. In the event this happens, the sponsor certainly has the prerogative not to allow the student to participate under any circumstances.

ELIGIBILITY REQUIREMENTS

Eligibility requirements for inter-school activities correspond with those set by the Oklahoma High School Athletic Association. These apply to all middle school activities including elections. The principal has charge of all athletic contests and determines the eligibility of the participants. Scholastic eligibility standards are required of all students participating in all activity programs.

1. SEMESTER GRADES

- A. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for the 6th, 7th, and 8th grade students.)
- B. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six week period.
- D. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

2. STUDENT ELIGIBILITY DURING A SEMESTER

- A. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter.
- B. A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period.

If a student is still failing one or more classes at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- D. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.
- E. Incomplete grades will be considered to be the same as failing grades in determining eligibility. An exception to this will be made if the incomplete grade was caused by an unavoidable hardship; such as illness, injury, death in family, and natural disaster.

3. SPECIAL EDUCATION STUDENTS

Students who are enrolled in special education classes, have an Individual Educational Plan, and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ATHLETICS ENROLLMENT

A student enrolling in a fall, winter, or spring sport may opt out for physical education (PE) within the first week of the sport class. After that, the student must remain in that sport class until the end of that sport season.

EQUIPMENT

Equipment purchased by the school district and issued to student athletes will not be allowed to be worn for any reasons other than practices, competition, or special events approved by the building principal or assigned coach.

STUDENT COUNCIL

The Student Council is an organization of students elected by the student body to coordinate the activities of the school, to assist the faculty in the general program, and to provide good leadership by serving others in our school and community.

Candidates for membership must have no D's or F's for the previous semester. Any student who obtains a D or F will be put on probation. If the grade does not improve after the probation time allowed, he or she will be terminated from the council.

Student council elections will be held in May at the end of each school year. Officer elections will be held in August of the next school year. Eighth grade student council members only may run for the office of president. Seventh or eighth grade student council members may run for vice president or secretary/treasurer.

Any member who misses three meetings or service projects will be dropped from the student council, and another person will be appointed to finish out the year. Replacements will be made by appointment of the STUCO Executive Committee. The Executive Committee includes the officers and the Student Council sponsor.

Members must always provide good leadership to the student body. The members will demonstrate courtesy toward others, have positive attitudes, pride in school endeavours, and good sportsmanship to all functions of the school. In-school suspension, out-of-school suspension, or any type of disciplinary action may result in termination of council membership. The sponsor and principal have the right at any time to terminate a student's membership.

Student council will select the Student of the Month recipient. Guidelines for this award will be based on the three categories of school spirit: courtesy, pride, and sportsmanship.

AWARDS AND HONORS

OUTSTANDING STUDENT AWARD

The outstanding two students in each subject, for grades six through eight, will be recognized at the end of the school year. Selection will be made by the teachers to recognize outstanding achievement in each area of the school curriculum.

GOLD MEDAL AWARD

The gold medal award will be given to the students who have been on the 4.0 honor roll for the last three consecutive semesters with a maximum of one year applied from outside the Chamberlain school district. Honor certificates will be awarded to those earning this award.

SILVER MEDAL AWARD

The silver medal award will be given to the students who have qualified for the 4.0 or 3.8 honor roll for the last three semesters. Honor certificates will be awarded to those earning this award.

PRESIDENTIAL ACADEMIC FITNESS AWARDS

The students are determined by their grade point average for the last five semesters.

Gold and White Award: This award is for the top five (5) percent of the eighth grade class.

Silver and White Award: This award is for the top ten (10) percent of the eighth grade class.

OKLAHOMA MIDDLE SCHOOL HONOR SOCIETY

These are the top ten (10) percent of the seventh and eighth grade students combined.

MASONIC STUDENT OF TODAY

Chamberlain Middle School will select one outstanding girl and one outstanding boy from the eighth grade class determined by their leadership, scholarship, and citizenship.

AMERICAN LEGION SCHOOL AWARD

The American Legion will select an eighth grade girl and boy to be given this award. Emphasis is placed on the qualities of courage, honor, leadership, patriotism, scholarship, and service.

PERFECT ATTENDANCE

Perfect attendance certificates will be awarded to those students with no absences for the current school year. Eighth grade students who have three years of perfect attendance will be awarded a plaque. If a student misses more than 25 minutes of a class, they are absent for that class. Students may not miss more than one class in the morning or more than one class in the afternoon to receive perfect attendance for the day.

AND FINALLY. . . Since public schools are a concern of practically every citizen, they are also a prime target for a great deal of criticism.

Undoubtedly some criticism is justified. However, most criticism stems from a lack of knowledge and understanding of the program of instruction in schools. It is the responsibility of parents who have children in school to understand the programs and policies so they may help to eliminate misunderstandings.

If you have a concern that your child is not being dealt with in a fair and/or appropriate manner, you are asked to observe the following procedures that are standard in any school district.

1. Check with the teacher in an effort to find out what is going on and to resolve the conflict.
2. If you feel you have not gotten any satisfaction from the teacher, you should immediately contact the principal for his help in the matter.
3. If you get no help from the principal, you should contact the superintendent.
4. If you have gone through the above three steps and have not been able to resolve your problem, then it is appropriate to take your concern to the school board.

If you have questions in regard to some phase of school operations, please check with the school. We shall be pleased to discuss any concern or question with you.

SUMMARY OF CHANGES