

PARENTS' RIGHT-TO-KNOW

Dear Parents and Guardians:

In accordance with the *No Child Left Behind Act of 2001* (NCLB), Section 111(h)(6) PARENTS' RIGHT-TO-KNOW, this is a notification from Chandler Public School District to every parent of a student in a Title I school that you have the rights to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teacher shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

In addition to the above information you will be notified if a teacher that is not highly qualified has taught your student for four or more consecutive weeks.

If you have any questions or concerns, please feel free to contact your child's principal.

Sincerely,

Melody Toma
Superintendent
Chandler Public Schools

Chandler High School

Student Handbook 2017-2018

TO THE STUDENT BODY

Chandler High School offers many opportunities for your growth. It is my hope that each of you will take full advantage of the opportunities you have to further your education. If each student will set personal goals, the process of education will be more meaningful and rewarding.

Those who have a vision, adhere to the rules, and work hard will usually find their life to be rewarding.

The Chandler High School faculty and staff are here to assist your efforts to realize your dreams. I am looking forward to a productive year for our faculty, staff and student body.

Randy Hedge, Principal

HIGH SCHOOL OFFICE

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Mail: 901 South CHS Street

Location: 901 South CHS Street
(West Park Road Campus)

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ACADEMIC LETTERS

Students in grades 9-12 may earn Academic Letters. The letter awards are presented in the spring of each school year. Freshmen must have a 4.0 cumulative GPA, in core subjects, sophomores a 3.95, juniors a 3.90, and seniors a 3.85 to qualify.

ACTIVITY ABSENCES

Students who know they are going to miss class to attend a qualified student activity should pick up their assignments prior to missing class. Assignments are due upon their return. Note: Discretion will be used by the teacher in determining if the student was afforded ample time to complete the assignment.

ACTIVITY TRIP SCHEDULING

All activities shall be scheduled well in advance and approved by the principal. Students must propose scheduling through their organization's sponsor.

The school will provide transportation for all school-sponsored activities. Students must go and return in vehicles approved by the school. A student will not be excused to remain overnight in the town visited or to return by another means of transportation unless a parent makes a request in person. Students may ride home from activities with their own parent/guardian if properly signed out through the coach or sponsor. Students who wish to ride with anyone other than their own parent/guardian must gain prior approval through the principal's office.

ASSEMBLY CONDUCT

Is same as for the classroom. Students removed from an assembly will receive disciplinary action.

ATTENDANCE

Chandler Public Schools values learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its education system. Absences disrupt the continuity of the instructional process and time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange ideas between students and teachers. Therefore, classroom attendance is considered to be an integral part of the student's course of study.

At no time shall a student be allowed to leave the school grounds during the school day unless such leaving is in compliance with clear approval by the parent or guardian of the student. No teacher may excuse a pupil to leave the school during the school day unless the student checks out through the office.

Any student absent *without a valid excuse* for four days or parts of days within a four-week period, or for ten days or parts of days within a semester shall be reported by the designated attendance officer of the district to the student's parent, guardian or custodian, then to the district attorney for juvenile proceedings pertaining to truancy.

High School students will be allowed a maximum of 10 absences per semester for each class in which they are enrolled. The grade "F" will be recorded for classes missed more than ten times. The administration may make exceptions for medical, bereavement or unavoidable hardships that are documented.

The administration will not accept doctor statements after five days have expired from the absence.

Students absent any portion of the day they expect to participate in an activity must have written clearance from the principal before participation will be allowed.

Parents will be notified by mail when a student accumulates the fifth and ninth absence in a class period.

Each student absence will be recorded as:

1. School Activity
2. Confirmed Absence
3. Unexcused absence

Confirmed absences will include:

1. Illness, substantiated by doctor's statement or a parent phone call. This will include appointments with any medical professional.
2. An absence of an emergency nature deemed unavoidable. When such a condition exists the parent or guardian must contact the school office to request a waiver of penalty.
3. Absences required to attend mandated counseling.
4. Death in the family, funerals, etc.
5. Absences cleared through the administration prior to the absence occurring.

All unexcused absences will be considered a Level 2 disciplinary infraction.

Approved participation in school-sponsored activities during the regular school day will not be calculated as an absence. A school activity must be sponsored and supervised by a certified school employee.

A tardy is defined as not being in the classroom when the tardy bell rings. A tardy becomes an absence after 15 minutes of class time has elapsed. Students will be assigned one detention for each tardy beginning with the first. Failure to serve detention will result in additional disciplinary action that may include: corporal punishment, assignment of Saturday school, or suspension from school.

When a student must be absent, the parent or guardian should contact the school office before 9:30 a.m. on the day of the absence. Absences for students in grades 9—12 should be called in to the secretary at the high school office, 258-1269. Chandler Schools will attempt to notify parents/guardians of students unexcused absences using our automated calling system. This notification is based on the fact that the office has accurate student/parent information. Please be sure that your information is accurate and up to date. Students with an unexcused absence will not be admitted to class without an admit slip from the office.

All work missed during a period of an absence may be made up. For each day of absence a student shall have one day to make up the work missed, unless granted additional time by the teacher.

Any examination or test announced during the student's presence in class or which is regularly scheduled (e.g. 9 weeks or semester), shall be made up on the day the student returns to class. The student shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if the test is not regularly scheduled, either of which would prevent the student from being aware of the scheduled test, the test shall be administered to the student one day following return to class. Exceptions shall be limited to those made by the building principal or teacher.

BELL SCHEDULE

The length of class periods and lunch break will be scheduled as follows. The morning warning bell will ring at 8:00 a.m.

First Period	8:05 — 9:05
Second Period	9:10 — 10:10
Third Period	10:15 — 11:10
Fourth Period	11:15 — 12:10
Lunch Break — Grades 9-12	12:10 — 12:40
Fifth Period	12:45 — 1:35
Sixth Period	1:40 — 2:30
Seventh Period	2:35 — 3:20

Bus students who ride to the Memorial Building must ride the designated transfer bus.

BOOK BAGS/BACK PACKS/ATHLETIC BAGS

Bags of any type, including purses, brought on campus are subject to inspection at anytime by any certified staff member. Students who refuse to have their bag searched will be sent to the principal's office for further action.

BREAKFAST AND LUNCH PROGRAMS

Breakfast and lunch programs are available to all High School students. Breakfast and lunch are served in the cafeteria located in the Park Road Elementary building. Students may purchase 20-meal breakfast and lunch cards from the cafeteria manager. Students may choose to pay in cash at the cafeteria for each meal they eat. **NO LUNCH OR BREAKFAST TICKETS WILL BE CHARGED TO A STUDENT.** Freshmen will eat in the cafeteria or the Junior High student lounge.

BUS PASSENGER RULES AND PROCEDURES

Student transportation services, both to and from school and school activities, are contracted. Parents who wish bus service for their student should contact the central transportation office or their principal's office.

Students using the transportation services shall follow passenger rules established by transportation personnel. The transportation company will provide copies of rules, disciplinary regulation, and safety procedures to bus riders. Students, utilizing the schools' transportation services, are subject to the districts code of student conduct and subject to its penalties for misconduct.

CELL PHONES

Cell phones are not to be used during school time. Students may bring cell phones and have them in their possession during school time and use them with permission. **Taking pictures or videos of others without permission is prohibited and will result in cell phones being confiscated and loss of cell phone privileges.**

CLASSROOM CONDUCT

Students at Chandler Schools are expected to conduct themselves in a manner conducive to a proper learning environment. Students shall refrain from expressions of nonconformity that disrupt the educational process. Disrespect in any form will not be tolerated.

CLOSED CAMPUS REGULATIONS

Chandler High School has a policy of "Closed Campus". Students are not allowed to leave the campus during school hours. A parent or guardian in advance of the absence must make requests for permits to leave campus. Requests to leave campus to attend a school activity or function in which the student is not directly involved will not be granted unless arrangements have been made one day prior to the event. Once the student has arrived at the school site, he/she must remain until school is dismissed at the end of the school day unless properly excused by the principal.

Students will be excused for one of two reasons:

1. A student may leave the school grounds with his/her parent or guardian provided that the parent has personally checked the student out through the principal's office. This is discouraged except for an emergency or urgent family business.
2. Students who have appointments with a local doctor, dentist, etc. Parents should notify the office and appointments must be cleared before leaving campus.

Students will not be permitted to make curbside visits with people in passing cars, on motorcycles, etc.

A student is not permitted to leave campus for lunch unless he/she is picked up at the school by a parent or guardian. A permit to leave must be obtained before leaving campus. A Parent or Guardian picking up their son/daughter for lunch may not at any time take other students with them unless their parents/guardians and the school office have approved it.

School grounds are closed to all persons who are not officially enrolled at the school. Persons, including parents or guardians, wanting to visit the campus must obtain a visitor's pass from the principal's office before beginning their visit.

Students will report directly to the school grounds upon arrival by bus, car, or foot. There will be no loitering near school grounds, in parked cars or in parking lots prior to morning arrival. Technology Center students who arrive by bus will not be permitted to leave campus.

Basic Rule: Once on campus you stay on campus.

COMPUTER/NETWORK USE

This topic is addressed in full beginning on Page 3 of this handbook in the District Wide Policies section.

Chandler Public Schools reserves the right to remove a user from the network to prevent unauthorized activity. Chandler Public Schools reserves the right to log internet use and to monitor file server space utilization by users while respecting user accounts. Consequences for individuals violating user privileges are prescribed in the policy.

DANCES

Only Chandler High School students may attend school dances unless the principal grants permission. Proper school attire will be required. High school dances include grades 9-12. Prom attire will be semi-formal (coats, ties, and dresses), and prom gowns should not be revealing and should be appropriate for school functions. All rules covering student behavior/expectations/PDA are in effect at school dances. "Dirty Dancing" will not be permitted.

DETENTION

HALL RULES

1. Students will report to the designated detention classroom to serve detentions. Morning detention begins at 7:50 A.M. Afternoon detention begins immediately after the 3:20 P.M. bell. Students will be dismissed at 3:50 P.M.
2. You must bring school materials to the room to work on.
3. You will not bring food or drink to detention.
4. You will leave the room as clean as you found it.
5. You will NOT talk during detention.
6. You will NOT listen to the radio during detention.
7. You will NOT use a cell phone during detention.
8. You must make arrangements to be picked up at 3:50.

FAILURE TO ATTEND OR COMPLY WITH THE ABOVE RULES WILL RESULT IN BEING ASSIGNED ADDITIONAL DETENTION TIME, CORPORAL PUNISHMENT, SATURDAY SCHOOL, OR SUSPENSION.

DISCIPLINE AND STUDENT CONDUCT

The responsibility to deal with and correct student misbehavior is shared by parents, teachers, and administrators. Good discipline originates in the home because the parent is the first teacher of the child. It is the parents' responsibility to teach by example and to develop in the child, good habits of behavior as well as proper attitudes toward the school; however, the home

and school must work together to provide for and maintain proper student conduct.

Parents have the responsibility to develop in their children, through teaching, counseling, and role-modeling, good behavior habits, respect for authority and a positive, proper attitude concerning school.

Teachers have the responsibility to provide a classroom environment that is safe, appropriate and orderly, and to establish an atmosphere conducive to learning.

Administrators have the responsibility to establish a climate of high expectations for teachers and students, and to deal effectively with students who choose to interrupt the educational process.

Ideally we hope that each student will develop and maintain a sense of self-discipline and direction, but we recognize the fact that external measures must sometimes be applied and enforced. Schools will respond to undesirable or inappropriate student behavior by one or more of the following means.

1. Counseling and guidance sessions
2. Parental conferences
3. Assignment of detention time
4. Assignment of Community Service
5. Assignment to Saturday School
6. Probation
7. Corporal punishment
8. Suspension (out-of-school)
9. Referral to proper legal authorities

Reasonable attempts and resources available will be utilized to aid individual students experiencing disciplinary difficulties. However, students will not be permitted to jeopardize the learning opportunities of other students or the instructional efforts of staff members.

To provide consistent and appropriate disciplinary action, building principals have defined student misbehavior and resulting consequences according to severity. A policy of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of a public school. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in these policies.

The various infractions and levels of response are only guidelines. Disciplinary problems listed on Level 1 may be treated as a Level 2 or Level 3 offense based on the severity of the conduct, a student's tendency to engage in repeated misbehavior, or other aggravating factors. Likewise, a Level 3 or Level 2 offense may be modified and treated as a lower level offense based on mitigating circumstances that the administration may, in its discretion, consider.

DISCIPLINE INFRACTIONS: LEVEL 1

Level 1 infractions are defined as "Disorderly behavior or conduct that tends to impede orderly classroom procedures or acts contrary to classroom and /or school rules and regulations."

Examples include:

- Acting in a manner that interferes with the lesson or learning.
- Cheating on an assignment or examination
- Disobeying a classroom rule or regulation
- Disrupting a guest speaker
- Failure to identify self when asked
- Falling asleep in class
- Falsification of documents (forgery/plagiarism)
- Health and grooming issues
- Inappropriate dress – Dress code violations
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of

others, including but not limited to, sexually explicit material, cell phones, food, beverages, lighters, electronic equipment, laser pointers, etc.

Public display of affection

Violations of acceptable use of computing resources contract or school board policy.

Teachers will address a Level 1 misbehavior by one or more of the following interventions:

- Private conference with student and completion of a discipline form to be filed in the principal's office
- Contact with a parent/guardian concerning the student's misbehavior
- Assignment of detention time
- Withdrawal of privileges
- Other consequences from the teacher's prepared list

DISCIPLINE INFRACTIONS: LEVEL 2

Level 2 infractions are "disruptive behaviors or misconduct directed against self, other persons, or property." Examples of Level 2 misbehaviors include:

- Display of gang symbols
- Disrespectful attitude or actions
- Petty Larceny
- Possession of stolen property
- Failure to attend assigned detention
- Possession of gambling paraphernalia, dice, cards, etc.
- Profanity or obscene gestures
- Provoking/instigating others to violate school rules
- Refusal to obey school personnel
- Theft
- Trespassing
- Unexcused Absence
- Vandalism
- Vehicle and or Parking lot violations

A teacher or other school personnel will refer Level 2 infractions to the principal's office. The principal or his designee will address Level 2 misbehavior by one or more of the following means:

- Written discipline contract
- Disciplinary probation
- Assignment of detention time
- Assignment of Community Service
- Parental shadowing
- Assignment of Saturday School
- Corporal punishment
- Short term out-of-school suspension
- Long term out-of-school suspension

A student referred to the principal's office for a Level 2 misbehavior for the third time may be suspended from school, assigned to Saturday school and/or recommended for long term out-of-school suspension in accordance with statutory guidelines.

DISCIPLINE INFRACTIONS: LEVEL 3

Level 3 infractions are "criminal conduct or violence directed against self, other persons, or property." Examples of Level 3 violations include:

- Arson
- Assault
- Battery
- Bomb/explosive threats
- Burglary
- Conspiracy
- Destruction of school property

- Profanity directed to a teacher or staff member
- Extortion
- False alarms
- Fighting
- Gambling
- Grand larceny
- Possession of or being under the influence of alcohol, drugs or other mind-altering substances
- Possession or use of a dangerous weapon (includes pocket knives)
- Possession or use of fireworks
- Possession or use of tobacco products, lighters, etc.
- Riotous behavior
- Vandalism
- Other reckless acts as determined by the administration

Level 3 infractions will be referred directly to the principal. Students will be suspended out-of-school for Level 3 misbehavior. In addition, students who commit Level 3 infractions may be referred to appropriate law enforcement agencies.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are not exempt from disciplinary action. State and federal guidelines will be adhered to when dealing with students who have disabilities.

DISCIPLINE RECORDS

Copies of all disciplinary actions will be kept on file and copies provided to the student, teacher, parent, principal, and superintendent. Students will be provided with due process consistent with this policy.

DRESS CODE

Students that attend Chandler Schools are expected to dress neatly and appropriately as well as to be well groomed. It is our belief that dressing appropriately for school aids in establishing an educational environment that is conducive to learning.

It is impossible to include all the specific items of clothing not appropriate for school because the names and fashions change constantly but students should be aware of the following guidelines as they prepare to dress for school:

Articles of clothing or jewelry that display offensive language, advertise, depict, or otherwise suggest the support of drugs, alcohol, tobacco, sex, or pornography are prohibited. Articles of clothing or jewelry that contain written messages or pictures that are not consistent with the mission and standards of the school are prohibited. This policy is not intended to suppress religious or political expression providing such expression does not create a disruption.

Dresses, skirts, shorts, or skorts, must be at no more than four (4) inches above the top of the kneecap in order to be considered appropriate for school. Boxer shorts or pajamas are not permitted.

Sagging pants that fall below the normal belt line are prohibited as well as pants that contain large cargo pockets if the administration feels that these pockets may be able to hide weapons or contraband.

Boys: Shirts with sleeves must be worn at all times. An appropriate shirt would allow only the arms to show below the neck.

Girls: Sleeveless tops with a minimum width of two-inch straps are acceptable. The shirt straps must be wide enough to cover undergarments. See-through, bare midriff, halter type, or spaghetti strap blouses or any revealing of back or cleavage is not permitted. Shirt hems should extend well below the waist of

pants/shorts/skirts whether in a sitting or standing position. An appropriate top would allow only the arms to show below the neck.

Shoes must be worn at all times. House shoes or slippers are not appropriate and are prohibited.

Hats, caps, hoods, sunglasses for males or females are not to be worn in the halls, classrooms, or other school buildings. If worn to school they should be placed in the student's locker upon entering the building.

"Wallet" chains of any size are not to be worn on campus or to any school activity.

Any hair color or style that distracts from the main purpose of the educational program is prohibited.

Students in violation of the dress code policy will not be allowed to attend class or school until they are in compliance. Violations of the dress code will be considered a disciplinary infraction and will be dealt with accordingly. The administration will have the final say in determining whether a student's dress is considered to be in violation of this policy.

If the administration determines that a student continues to disregard any part of this dress code, the student will not be allowed to bring/wear particular items onto school grounds – examples would be hats, shorts, hooded sweatshirts, sunglasses.

ELECTRONIC DEVICES

Laser pointers are not to be brought on campus or to any school activity. Infractions for electronic devices will result in the same disciplinary action as listed for cell phone infractions.

ELIGIBILITY RULES FOR ALL ACTIVITIES

State regulations require that a student be passing in all subjects to be eligible to participate in school activities. Teachers will have failing grades turned in to the office every Monday after the third week of the semester. Students that appear on the eligibility list for the first time will be considered on "probation". Students who appear on the list two consecutive weeks will be ineligible to participate in any school activity for that week. Students will continue to be ineligible week to week until their grades are all passing and their name no longer appears on the list. Grades are cumulative and based on "if the semester should end at this time, would the student pass or fail?" Parents are notified of failing list deficiencies.

EMERGENCY CONDITIONS

In case of severe weather, the superintendent will make the determination to cancel school. Notice will be broadcast on Oklahoma City television stations as soon as the decision is made. Please do not call the school.

Notice of a tornado response will be given verbally from the office to each school. Storm shelter areas will be posted in each classroom. The teacher will take students to the posted location provided there is time to reach the shelter before the storm arrives.

The evacuation response will be determined by the nature and location of the threat or disaster. Teachers will be notified of the nature and location of the threat and where they should assemble their students. Teachers will then evacuate their students to the assembly location by the safest possible route.

EXTRACURRICULAR ACTIVITY - CONDUCT

This policy addresses performance both on and off campus for all student groups, including but not limited to the following: sports, band, cheerleaders, choruses, talent shows, and other ensembles. Membership or participation within these extracurricular activities is a privilege and students are expected to demonstrate appropriate and respectful behavior. The fact that something is not specifically listed is not a valid excuse for acting

in a way that is not complimentary to or respectful of Chandler Public Schools.

All behavior exhibited by district students should reflect the high standards that our groups work hard to maintain. The sponsor has the responsibility to determine acceptable behavior under the direction of the school principal.

Ultimately, the principal has the responsibility to ensure that all students and sponsors adhere to this policy.

GIFTED/TALENTED EDUCATION

This program is designed to meet the educational needs of students with high academic abilities. The course content will vary from year to year to better meet the students' individual needs and interests. For questions concerning GT qualifications, see the District's Gifted/Talented plan.

GORDON COOPER TECHNOLOGY CENTER

Students attending Gordon Cooper Technology Center are required to ride the GCTC bus to and from Chandler High School and the Technology Center in Shawnee unless a parental permission slip to drive is on file in the office. Driving privileges may be revoked for poor attendance, reckless driving or habitual tardiness.

GRADING SYSTEM/CONCURRENT ENROLLMENT

Teachers will use the following grade scale:

90—100 = A = 4 Grade Points

80—89 = B = 3 Grade Points

70—79 = C = 2 Grade Points

60—69 = D = 1 Grade Point

(NOTE: NO PLUSES OR MINUSES)

Each student must be enrolled in seven classes. "Concurrent" students must be enrolled in 15 semester hours. (One high school course equals 3 semester hours.) Concurrent enrollment must be approved by the principal or counselor prior to enrollment.

GRADUATION REQUIREMENTS

Chandler High School students have the choice to enroll as a candidate for a standard diploma (core curriculum) or a college preparatory/work-ready diploma. Students pursuing the college preparatory/work-ready curriculum will have opportunity to acquire all the competencies to matriculate at a comprehensive graduate institution of the Oklahoma State System of Higher Education without the necessity of enrolling at the university in secondary-level courses. Each student will have the opportunity to attain proficiencies in the Priority Academic Student Skills.

To enroll for a standard diploma, students will need written approval of the parent or legal guardian. Otherwise, they will enroll in the college preparatory/work-ready sequence of courses.

CORE CURRICULUM (Standard)

Units of credit required for high school graduation with a Standard Diploma are:

- Language arts – 4 units or sets of competencies to consist of: 1 unit or set of competencies of grammar and composition; 3 units or sets of competencies, which may include but are not limited to, the following courses: American Literature, English Literature, World Literature, Advanced English Courses. Other English courses with content and/or rigor equal to or above the required core course of grammar and composition.
- Science – 3 units or sets of competencies to consist of: 1 unit or set of competencies of Biology 1 or Biology 1 taught in a contextual methodology, and 2 units or sets

of competencies in the areas of life, physical, or earth science or technology which may include, but are not limited to, the following courses: Chemistry I, Physics, Biology II, chemistry II, physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Physics, Principles of Technology, qualified agricultural education courses, or other science courses with content and/or rigor equal to or above Biology I. Provided, credit may be granted for Applied Biology/ Chemistry, Physics, and Principles of Technology whether taught at the comprehensive high school or at a career and technology center; contextual science courses which enhance technology preparation whether taught at a comprehensive high school, or technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology 1.

- Mathematics – 3 units or sets of competencies to consist of: 1 unit or set of competencies of Algebra 1 or Algebra 1 taught in a contextual methodology, and 2 units or sets of competencies that may include but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-Calculus, Calculus, Statistics and/or Probability, Computer Science, or other mathematics courses with content and/or rigor equal to or above Algebra I. Provided, credit may be granted for Computer Science whether taught at the comprehensive high school or at a career and technology center; contextual mathematics courses which enhance technology preparation whether taught at a comprehensive high school, or technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content or rigor equal to or above Algebra 1.
- Social Studies – 3 units or sets of competencies to consist of: One (1) unit or set of competencies of United States History, one-half (½) unit or set of competencies of Oklahoma History, one (1) unit or set of competencies of United States Government, and ½ unit which may include: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor above United States History United States Government, and Oklahoma History.
- Arts – 2 units or sets of competencies that may include, but are not limited to, courses in Visual Arts and General Music. Note: Competencies can be fulfilled by completion of English III and IV courses.
- Total minimum Core Curriculum: 15 units or sets of competencies.

- Total Minimum Elective courses: 8 units or sets of competencies.
- Total minimum graduation requirements: 23 units or sets of competencies.
- Foreign Language or Computer Literacy – 2 units
- 1 additional unit of anything listed above.
- Fine Arts – 3 units or sets of competencies. Note: 2 units or sets of competencies can be fulfilled by completion of English III and IV courses.

COLLEGE PREPARATORY WORK-READY CURRICULUM

- Language arts – Four units of English to include Grammar, Composition, Literature, or any other English course approved for college admission requirements.
- Math – Three units of mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any other mathematics course with content and/or rigor above Algebra I and approved for college admission requirements.
- Science – Three units of Laboratory Science limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements.
- Social Studies – Three units of History and Citizenship Skills including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements.
- Foreign Language or Computer Technology – Two units of the same Foreign Language or non-English language, or two units of Computer Technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.
- One additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements.
- Fine Arts – One unit or set of competencies of Fine Arts such as music, art, or drama, or one unit or set of competencies of Speech.

Related Provisions and Terms

No student shall receive credit for high school graduation more than once for completion of the same unit or set of competencies to satisfy the core curriculum requirements.

Qualified agricultural education courses means courses that have been determined by the State Board of Education to offer the sets of competencies in the Priority Academic Student Skills (PASS) for one or more science content areas and which correspond to academic science courses. Qualified agricultural education courses shall include, but are not limited to, Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science.

A “unit” means a Carnegie Unit, which is given for the successful completion of a course that meets the equivalent of 120 clock hours within the school year. Note: One (1) unit is

composed of two (2) credits. One (1) credit is received for each semester of satisfactory class-work.

Credit may be given for the above-referenced classes that may not be offered by the district. However, sufficient courses shall be offered to allow students to meet graduation requirements during the secondary grade years of the student. The remaining units will consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades 9 through 12 are required to enroll in a minimum of six periods, or the equivalent in block scheduling, in rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Seniors within one credit of meeting graduation requirements will be eligible to participate in public graduation ceremonies.

Students who have individualized education programs pursuant to the Individuals with Disabilities Education Act (IDEA) and who satisfy the graduation requirements through the individualized education program for that student shall be awarded a standard diploma. The board of education can make exceptions to state high school graduation requirements for students who move to this state from another state after their junior year of high school. Individual exceptions can only be made when there are differing graduation requirements between the two states and completing Oklahoma graduation requirements would extend the student’s date of graduation beyond the graduation date of the student’s class.

In order for a course offered by a supplemental educational organization to be counted for purposes of student academic credit and towards graduation requirements the local board of education must verify that the course meets all requirements in 70 O.S. Title 11-103.6.

Students enrolled in an alternative education program who meet the requirements of their plans leading to high school graduation developed pursuant to 70 O.S. Title 11-103.6 shall be awarded a standard diploma.

GRADUATION PARTICIPATION

A student shall be a graduate of Chandler High School and entitled to a high school diploma that successfully completes the required credits established by the school district, demonstrates mastery of academic content standards required by state law, and completes graduation exercises in accordance with the graduation policy adopted by the district board of education.

Students are considered as students of the district until graduation ceremonies have been completed. The graduation process is “completed” when caps and gowns have been turned in to the responsible party after the graduation ceremony (if return of caps and gowns is required) and the student has exited the school premises.

Students participating in graduation ceremonies are required to abide by the school’s discipline code as outlined in the Student Handbook. In addition, students shall not engage in any disruptive activity that substantially interferes with the graduation process or the rights of other individuals.

The administration may impose discipline on any student who commits any act referred to in the paragraph above. Such discipline should be imposed as soon as is convenient after completion of graduation exercises.

The administration recognizes graduation ceremonies as an important event for students, patrons, guests and the community. Students who have not met state mandates and district requirements, or are not in good standing, may not be allowed to participate in the graduation ceremony. A student not in good standing is one who has not conformed to student discipline policies; one who has been charged, convicted or is under

investigation of a crime; or one who has unpaid fines or fees due the school.

GUIDANCE

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, vocational and occupational information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. The counselor is available during the entire school day. Students should obtain a pass from the teacher to visit the counselor during class time.

HALL CONDUCT

Students should adhere to the following guidelines while in the hall.

1. Pass quickly and quietly while staying to the right of the hall.
2. Do not congregate in one area or impede the progress of other students.
3. Refrain from loud talking, yelling, etc.
4. Do not run, shove or push.
5. Avoid slamming locker doors.
6. No food or drink in glass containers or squeeze bottles.

Teachers in the hall have the responsibility and authority to enforce these regulations. No student should be in the hall during class time without a hall pass.

HALL PASS

No student may leave a classroom without written permission from the teacher. The hall pass must be presented to the teacher, the librarian, or the office before returning to class. Hall passes must be dated, timed, and signed by a teacher in order to be valid. Students are NOT to leave the campus unless they have signed out through the office. Students are expected to be where their schedule indicates!

HARASSMENT, INTIMIDATION, BULLYING AND THREATENING BEHAVIOR

Harassment of students by other students, school personnel or the public will not be tolerated. This applies while students are on school grounds, in school transportation, attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

The Board of Education recognizes that intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying.

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

Definition of Terms

70 Oklahoma Statutes Sec. 24-100.2© of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal

expression, or physical act that a reasonable person should recognize will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. 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.

Physical Bullying includes harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

Social Bullying includes harm to another's group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt, ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious contagious or loathsome disease, or similar egregious representations.

Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the students' sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim.

Off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment, also prohibited by the district.

Sexual Harassment.

All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the Chandler School District.

In the case of a student of the district, "sexual harassment" includes all forms of unwelcome conduct of a sexual nature by a student, an employee or any third person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action that may be imposed under the district's code of student conduct.

Any student, or employee, who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to the superintendent, principal, or any board member of the school district. If a report of an incident needs to be made after normal school hours, the above-listed individual may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or board member, the person's) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. The school district will investigate all reports.

Harassment, as set forth above may include, but is not limited to, the following: Verbal, physical, or written harassment or abuse; repeated remarks of a demeaning nature; implied or explicit threats concerning one's grades, achievements, etc.; demeaning jokes, stories, or activities directed at the student; and/ or unwelcome physical contact.

Intimidating behavior is defined as an activity that portrays that another person, persons, or property may or will be harmed or killed.

Consequences

For Bullying/Harassment or Threatening/Intimidating Behavior

A student exhibiting threatening/intimidating behavior or bullying/harassment either verbally, in written form or by gesture toward another student or school personnel or others while under school supervision shall be referred immediately to a site administrator or his/her designee for intervention.

The administrator will evaluate incident information and document the incident, then (a) place the student on a five-day probationary period or (b) implement the following intervention procedure:

The student will be subject to an immediate suspension from school for a minimum of three days, notification of parent/guardian, notification of police, a mandatory, expeditious conference with the parent/guardian, student, school officials, and others as deemed necessary ("others" may include, but not limited to, police, Multi-county Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare), and mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations concerning the student's re-entry to school.

A conference shall be held with the site school counselor, and administrator and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be

implemented. The student will be re-evaluated at a later date as determined by the school.

Any student previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of a current semester and the succeeding semester.

A site administrator shall file a report on any student disciplined under the policy with the superintendent.

STUDENT REPORTING

Students are encouraged to inform school personnel if they are the victim or are a witness to acts of harassment, intimidation, or bullying.

PARENTAL RESPONSIBILITY

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students.

Parents may help prevent bullying at school. They should encourage their children to report bullying when it occurs; take advantage of opportunities to talk to their children about bullying; inform the school immediately if they think their child is being bullied or is bullying other students; watch for symptoms that their child may be a victim of bullying and report those symptoms; and cooperate fully with school personnel in identifying and resolving incidents.

HAZING PROHIBITED

"Hazing," means any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities that would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation and conduct that would cause extreme embarrassment or humiliation.

No organization having student members that is sponsored by the Chandler School District is permitted to hold meetings or other events on school district property (a "Student Organization") and no student member of a Student organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students who violate this prohibition shall not be permitted to participate in any extra-curricular activity sponsored by the Chandler School District for a minimum of 30 days, excluding school holidays, shall be subject to disciplinary measures, including out-of-school suspension, and shall be referred to local law enforcement authorities for prosecution. Student Organizations that violate this prohibition shall forfeit all rights, privileges and recognition from the Chandler School District for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered a part of the by-laws or other organizational rules of all school district-sponsored Student Organizations.

HOMEWORK POLICY

Homework will be assigned at the discretion of each teacher. Homework assigned on which a grade will be recorded is due the following class period, or on the date established by the teacher.

Teachers are permitted to deduct points for homework and/or other assignments that are turned in late.

HONOR GRADUATES

To be considered for valedictorian and salutatorian honors a student must complete course work fulfilling college entrance requirements as identified by the Oklahoma State Regents for Higher Education. Students must have successfully completed at least four (4) Advanced courses in order to be considered for valedictorian and salutatorian honors. Advanced courses include: all AP and pre-AP classes, advanced mathematics, calculus, chemistry 2, and physics.

To be considered an "Honor Graduate" at Chandler High School a student must have successfully completed four Advanced courses and be ranked third through 12 in the senior class. All senior academic honors will be calculated on all classes taken in grades 9-12. The official grade point average and rank in class will be computed at the completion of the student's seventh semester. All classes will receive a grade of "A" through "F", including activity classes. Students entering Chandler High School from private schools or home schooling must attend four consecutive semesters to be considered for honor graduate designation. Students who retake classes for a higher grade will not be eligible for an honor graduate award.

HONOR SOCIETIES

The **Oklahoma Honor Society** is composed of the top 10 percent of the student body. Grades for the first semester of the current year and the last semester of the preceding year are used to determine the grade point average. NOTE: For freshman only, the first semester of the freshman year is used.

The National Association of Secondary School Principals is the governing body of the **National Honor Society** and sets all guidelines for membership.

Students must have a cumulative 3.5 grade point average to apply for membership. Members will then be selected by a faculty committee on the basis of character, leadership, scholarship, and service. Membership in National Honor Society is limited to students in grades 10, 11, and 12.

LOCKERS

Do not use tape on lockers. Lockers are assigned to students at the beginning of the school year. Lockers should be kept locked. Each student is responsible for keeping his or her locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student responsible. Locker malfunctions should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Lockers, desks and other areas are the property of the school and subject to inspection at any time by school authorities.

LOST AND FOUND

Articles found in and around school buildings should be turned in to the main office. Owners may claim their property by properly identifying.

MEDICATIONS

School staff will not be administering medication at school. The parent should administer all medications, prescription or non-prescription, before or after school. A physician should be consulted about a schedule that would not include the school hours. Non-prescription medications (such as Tylenol, cough drops, antibiotic ointments, etc.) will not be available at school.

Children with a chronic illness (such as diabetes, asthma, seizures, attention deficit disorder, etc.) that necessitates a school-time dosage will be managed on an individual basis.

Medications following an injury, short-term illness or surgery will be also managed on an individual basis.

The following guidelines for medication administration must be followed:

1. A permission form must be signed by a parent/guardian and the physician that requests that the child be allowed to take medication at school. (Permission forms are available in each school office.)

2. By law, medication is to be brought to the school in the prescribed container, which correctly states the name of the patient, name of the prescribing physician, and the directions for taking the medications. Students with prescription inhalers shall advise the office staff as to usage instructions and may keep the inhaler unit in their possession.

3. A specific time frame must be stated (no PRN orders). The instructions on the medication bottle and the permission form must match.

4. The medication is to be logged in when received and kept in the student's folder in a locked area in the office (not in the classroom). A one-month supply of medication may be sent to school.

5. Medication is to be dispensed only by the principal, his/her designee or the school nurse. Each medication is to be logged on the student's medication record and recorded as received each time a dosage is given. This is to include the date, medication's full name, dosage, the time it was received and the signature of the person giving the medication.

MILITARY INFORMATION

Chandler School District will provide directory information to news organizations and other legitimate organization for the purpose of student recognition and achievement. Directory information consisting of name, address and telephone will be provided to military recruiters upon request, unless the parent or guardian advises the district against providing such information.

MOMENT OF SILENCE

Each school site will observe a minute of silence at the start of the school day to allow each student to meditate, pray, or engage in any other silent activity that does not interfere with other students in exercise of their choice of activity.

NON-DISCRIMINATION STATEMENT

Chandler Public Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or veteran status in its educational programs and activities.

PROFICIENCY EXAMS/COURSE REPEATS

Proficiency exams are administered twice each year, once in August and once in December. Students must score at least a 90 per cent and meet any other course requirements in order to receive credit for a course. All course content will be centered on the Oklahoma Priority Academic Skills (P.A.S.S.). Students who retake a course lose eligibility to qualify for honor graduate designation.

PUBLIC DISPLAY OF AFFECTION (PDA)

All students are to refrain from the public display of affection while on campus or in attendance at school activities. Public display of affection includes kissing, hugging, leaning against each other, hands in each other's pockets, arms around each other in an affectionate manner, and hands in each other's clothing. The only acceptable form of PDA will be the holding of hands. Students not honoring the PDA code will receive disciplinary action. Rules pertaining to PDA include attendance at ball games and dances.

REPORTS TO STUDENTS AND PARENTS

Report cards are issued each nine weeks to help parents be aware of the work their student is doing. Parents are requested to examine the cards. If the grades are not satisfactory, or if there is any misunderstanding about the grade card, an interview with the teacher or the principal, or both, is desired and will be appreciated.

Reported acts of unsatisfactory citizenship will be addressed through the disciplinary program.

Handbooks of student rules and regulations will be available to every high school student. They are expected to share them with parents/guardians.

SAFE SCHOOL COMMITTEE

The district Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the Safe School Committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

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

SATURDAY SCHOOL

Saturday School is a period of time from 8:15 A.M. until 12:00 P.M. each Saturday morning at a designated site on the CHS campus. It will be used as needed as punishment/deterrent for a variety of discipline infractions and as alternative when other discipline options are not appropriate or effective. Students will be assigned Saturday School by a principal and attendance is mandatory. An assigned session can be rescheduled one time, but only if it is done no later than the preceding day and for a valid reason agreed to by the assigning administrator. Students' failure to attend will result in out of school suspension or other long-term change of placement. Students will come prepared to work, read, or spend time on school-related topics. It is the student's responsibility to bring all needed materials to class. Students will not be allowed to leave the classroom except for scheduled breaks and will not be allowed to leave the building without permission from the teacher.

Misbehavior at Saturday School will not be tolerated and offenders will be immediately directed to leave and face more severe discipline options. All school rules and policies (including dress code and snacks in the classroom) will apply during Saturday School.

SCHEDULE CHANGES

Course schedule changes will not be made after the first week of school and then only upon recommendation of the counselor or principal. Parent permission must be obtained before a class

change will be considered. Students who drop out of a class after the first full week of the semester will receive an "F" for the course that was dropped and will not receive credit for the class in which they enter.

SCHOOL DAY

Classroom building doors officially open at 8:00 a.m. First bell will sound at 8:15 a.m. Students will go to the commons area or stay outside until class time. Do not loiter in the halls. Students will have access to the student commons area before school and at noon. Vending machines are off limits during class time!

Students are to vacate the building by 3:30 p.m. unless under the supervision of a teacher or prior arrangements have been made with the administration.

SCHOOL PROPERTY

No person may steal, deface or destroy another person's property. Any student, who steals, defaces or destroys another person's property or public property will be subject to disciplinary action by school officials and/or law officials.

Any student who is guilty of breaking and entering, stealing or destroying school property, or otherwise vandalizing school personal property at night, over the weekend, or any other time when school is not in session will be subject to disciplinary action by school and/or law officials.

The rules stated here are applicable throughout the school day, during any school field trip, or officially sponsored school activity whether on or off school property.

A policy of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of a public school. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in these policies.

SEARCH AND SEIZURE

The superintendent, principal, or teacher, upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for any contraband. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search.

Bags of any type, including purses, brought on campus are subject to inspection at any time by any certified staff member.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law

enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search.

Bags of any type, including purses, brought on campus are subject to inspection at any time by any certified staff member.

SEMESTER EXAMS

All students are required to take semester exams. The exams will count for 20% of the student's final grade for credit. Each of the nine-week grading periods will be worth 40% of the final grade. Students will be notified by their instructor if grading procedures deviate from this information.

SKATEBOARDS, ETC.

Skateboards, bicycles, skates, etc., are not to be ridden on the school campus during school hours or at school sponsored activities.

STUDENT DRIVING REGULATIONS

All vehicles parked on the school grounds must display a valid parking permit. The High School office issues permits. Students must report the make, model, and tag number of the car for which a permit is requested. Numbered parking spaces are reserved for seniors. Other students must park in the south parking lot in front of the Field House. The lower level parking area is for busses only. Student parking will not be permitted in these areas during school the school day: (1) lower level parking lot, (2) areas around the Technology and Agriculture buildings, (3) along the curb on the west side of the road in front of the PAC; and (4) on the north side of the high school in the teacher's parking lot, or behind the high school classroom building.

Students must park in a designated parking area.

To protect students attending the Junior High School/Senior High School, the following "Student Driving Regulations" have been adopted.

1. All students who drive vehicles to school must drive in a safe manner both on and off the campus.

2. All students who drive vehicles to school will park the vehicle and not move the vehicle during school hours without permission.

3. Due to the danger posed to elementary school students, no high school student may park a vehicle in the Park Road Elementary School parking lot.

4. In addition to the above rules, other driving offenses leading to disciplinary action are:

- Driving a vehicle in a reckless manner.
- Riding on the outside of a vehicle or in the back of a pick-up truck.
- Parking in an unauthorized area.
- Not exiting a vehicle upon parking.
- Loud and/or vulgar music.

STUDENT EDUCATION RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the school district to amend a record

that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605.

STUDENT RESPONSIBILITY, TO:

1. PROTECT THE RIGHTS OF OTHERS TO STUDY AND LEARN:

Parents send their children to school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of other students.

2. ATTEND SCHOOL DAILY UNLESS ILL OR LEGALLY EXCUSED: A student is required by law to attend school. Schools cannot educate students who do not attend classes.

3. BE ON TIME FOR ALL CLASSES: Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit: future employers will not take time to teach that trait.

4. OBEY SCHOOL RULES: Rules are designed to allow a school to meet its obligation to educate students. Schools cannot achieve this task by spending time maintaining order.

5. VOLUNTEER INFORMATION AND COOPERATE WITH SCHOOL STAFF IN DISCIPLINARY CASES: There is a difference between being a "squealer" or "tattle-tale" and being a responsible person. Every community depends upon the willingness of its citizens to play a part in upholding the rules by which everyone has agreed to live. It is wrong to expect help when your rights have been violated if you refuse to help others.

6. COMPLETE ALL IN-CLASS AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES: The full responsibility for learning cannot be transferred from the student

to the teacher. There can be no effective education when students are free to decide whether or not they will do the assigned work. Everything that must be learned cannot be accomplished during the school day. Education is not an 8:00—3:30 job. Students are required to make an effort to pass.

7. **RESPECT PUBLIC PROPERTY AND CAREFULLY USE AND RETURN ALL MATERIALS AND EQUIPMENT.** Schools are a community's gift to its young people. It is wrong to abuse that gift. It forces the people to spend additional money to provide the same opportunities for those students who come after you.

8. **COME TO CLASS WITH NECESSARY BOOKS AND MATERIALS: B.B.P.P. and P. (Body, Book, Paper, Pencils and Pen).** A teacher should not need to delay starting because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study. Getting an education requires more than being in class, just as keeping a job requires more than showing up for work. Teachers should not allow you to return to your locker for necessary items.

9. **SEE THAT SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME:** Education requires a partnership between the home and the school. Students should make sure that school correspondence entrusted to them reaches the home.

SUSPENSION

Students who are guilty of any of the following acts may be suspended out-of school by the administration of the School or the District for;

- a. Violation of a school regulation;
- b. Immorality;
- c. Adjudication as a delinquent for an offense that is not a violent offense.
- d. Possession of: An intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, Wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
- e. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

In the event of a suspension in excess of five (5) days for any of the reasons listed above, an education plan shall be applicable for acts, which fall within parts "a" through "d," above. As allowed by law, no education plan will be provided for acts, which fall within part "e," above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

A student suspended out-of-school is not allowed on campus or to attend any school-sponsored event for the duration of the suspension. A student may be reinstated after suspension if he/she is, in the opinion of the principal, able to insure that future conduct will be in keeping with school regulations. A parental conference may be required prior to re-instatement.

SUSPENSION APPEALS (OUT-OF-SCHOOL)

A student whose out-of-school suspension is for a period of ten (10) days or less may appeal the decision of the principal to a committee composed of administrators and teachers. The committee shall, upon full investigation of the matter, determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The committee's decision will be final.

A parent of the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools and, following the appeal to the Superintendent, to the Board of Education, or, if appointed by the Board, a Hearing Officer.

An appeal can be presented by letter to the Superintendent of Schools. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and not subject to appeal.

The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The Superintendent of Schools or his/her designee should ask the parent if he/she understands the rule and the charges against the student.

At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of the parental right to have the out-of-school suspension reviewed as determined by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or the Superintendent's designee, the parent shall be requested to sign a Waiver of Final Review by the Board.

An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.

If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee will be final and non-appealable.

The parent and student will be notified in writing of the date, time and place of the hearing.

The parent and student will have the right to an "open" or "closed" hearing, at their option.

Reasonable efforts will be made to accommodate the work schedule of parents.

TELEPHONE USE/CALLS

Students will not use office telephones for personal calls except in emergency situations and with staff permission. A student receiving a telephone call will be called out of class only in emergency situations.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. The student pays for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Students should enter their name on the book label to facilitate return if the book is misplaced. Students are required to pay for lost, stolen, or damaged books.

TITLE IX

Title IX of the educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any student who believes that the Chandler School District has violated Title IX is encouraged to file a discrimination complaint using the district's grievance procedures for filing, processing and resolving alleged discrimination complaints. Students and their parents can obtain a copy of the procedures from their school principal or superintendent. They may contact the districts Title IX coordinator for further information concerning Title IX requirements or to initiate a complaint.

TOBACCO ON SCHOOL PREMISES

The board of education understands the concern of parents, educators, students, and other community members regarding the adverse effects of tobacco. Further, the board is aware of Oklahoma law that prohibits the possession of tobacco by minors. Therefore, tobacco in any form, or tobacco products of any kind, shall not be used or possessed on school premises by students, including while attending any school-sponsored event outside school premises or while transporting to or from such an event.

UNITS TO ESTABLISH GRADE LEVEL

To participate in high school class activities, a pupil must qualify for that grade level by units earned as follows:

- 5 completed units qualify a pupil for the 10th grade
- 10 completed units qualify a pupil for the 11th grade
- 15 completed units qualify a pupil for the 12th grade

USE OF REASONABLE FORCE/APPROPRIATE TOUCH

The Board of Education has approved school employees to use reasonable force and/or appropriate touch in situations including but not limited to:

Administration of first aid, intervening in a fight, prevention of an accident or injury, protecting one's self, providing appropriate care to the disabled, moving through a crowd in an emergency, and employing passive restraint.

VENDING MACHINES

Access to vending machines on campus is a privilege. That privilege will continue as long as rules are followed. Vending machines are not to be used during class time. Students are to put trash in the trash cans. Students will not keep soft drinks, candy etc., in a locker or classroom. Freshmen may use vending machines in the junior high school building at lunchtime. Otherwise, high school students may not use vending machines in the junior high school building. Soft drinks, candy, etc., are not permitted in the Media Center building.

VISITORS

All visitors must register in the school office and state the purpose of the visit. The principal/designee has the prerogative to approve or disapprove the visit. The visitor will be required to wear an identification button or nametag while he/she is a guest in the school. All persons on school premises must identify themselves upon request of school personnel. This includes school-sponsored events and school buses. If the person is not a student but appears to have legitimate business, assistance and directions should be offered. If the person refuses to identify himself/herself or his/her purpose, the person is trespassing and proper action will be taken.

Visitors will not be allowed in class with students.

VOCATIONAL PROGRAMS OPEN

Vocational programs are open to all students. Students qualifying as economically disadvantaged may have fees and/or material costs waived if fees and costs would prevent them from successfully completing the program of study. Efforts have been made and will be maintained to modify equipment and materials to meet accessibility needs.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school must do so through the principal's office. A withdrawal form must be completed and signed by the principal before withdrawal is official. Parental permission must be acquired before a student may attempt to withdraw from school.