

Checotah Intermediate School

3rd – 5th Grades



2019 – 2020 Student Handbook

Checotah Public Schools does not discriminate based on race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning this policy may be directed to the Superintendent, 320 W Jefferson Avenue, Checotah, Oklahoma 74426. Phone: 918-473-5610

**CHECOTAH PUBLIC SCHOOL
BOARD OF EDUCATION**

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Checotah Intermediate Administration

Ryan Ambrose, Principal

Checotah Intermediate
1401 SW Second Street
Checotah, Oklahoma 74426

Debbie Forsblom, Secretary
Office Phone: 473-2384

Checotah Public Schools
Important Student Calendar Dates

Meet and Greet	August 6
Classes Begin	August 8
Labor Day	September 2
Parent Teacher Conference	October 15
Thanksgiving	November 25-30
First Semester Ends	December 20
Christmas Holidays	December 23-January 6
Second Semester Begins	January 7
Martin Luther King Jr. Day (no School)	January 20
Parent Teacher Conference	February 17
Spring Break	March 16-20
Testing Window	April 20 – May 15
Last Day of School	May 15

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Checotah Intermediate Creed

I am a Checotah Intermediate Student

I am a special individual.

I care for others, and those around me care for me.

I will help others whenever possible and treat them with the respect I
want to receive.

I will set goals and strive to achieve them,
always accepting the challenge and moving ever forward.

I am responsible for my choices good or bad.

I will make today's disappointments into tomorrow's victories.

My destiny is in my hands.

I have great expectations!

Dear Parents,

It is my pleasure to welcome you to Checotah Intermediate School. The faculty and staff join me in saying we're happy to have you here. I would like to assist you and your child in any way possible to make this a successful and satisfying school year. The pages of this handbook are filled with information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call. We feel that open and clear communication between school and home is important to the success of our educational program. You, our parents, are our partners in the important job of educating the children of this community. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Every one of our students is unique and we will do everything we can to assure that each child receives the caliber of education needed for success. Your child learns in many places, and in a variety of ways. School and home are the major sources of your child's learning. A partnership between home and school is essential for a child's success. We share a common goal, which is, the best possible education for your child. Here are some ways you can help:

- Attend parent/teacher conferences
- Communicate often with teachers
- Know what your child is studying
- Take an active role in your child's activities and studies
- See that your child attends school regularly and follows the rules

Thank you for working with us to build a better school, community and state, one student at a time.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Ambrose". The signature is fluid and cursive, with a large initial "R" and "A".

Ryan Ambrose, Principal
Checotah Intermediate School

STUDENT HANDBOOK

A Guide for Students, Faculty, and Patrons

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Checotah Board of Education and the State Department of Education.

Checotah Intermediate School Handbook
Revised June 2019

ATTENDANCE EXPECTATIONS/NOTIFICATIONS

Title 70, Section 10-105 of the Oklahoma School Code states that: It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.... It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.... It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine.

Record of Attendance of Pupil – School Laws of Oklahoma Section 232

It shall be the duty of the principal or head teacher of each public, private or other school in the State of Oklahoma to keep a full and complete record of the attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, if known; and it shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child. If a child is absent without valid excuse 4 or more days or parts of days within a four-week period, or is absent without valid excuse for 10 or more days or parts of days within a semester, the attendance office shall notify the parent, guardian or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

Regular Attendance

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

All absences, which are not school related, will count against a student's attendance record. Parents should make the principal or counselor aware of any medically diagnosed illnesses that could result in poor attendance at school.

Excessive absentee problems will be turned over to our school counselor and/or school based social worker. The staff members will attempt to help correct the problem. In the event that these actions are ineffective, a referral to the McIntosh County District Attorney's office will be made according to state law.

Attendance Procedures

Parents/guardians are asked to call between 7:30 a.m. and 9:00 a.m. to clear an absence. Please call the day or days that your child is absent. The Intermediate School's phone number is 473-2384.

All documentation (parent notes, doctor's notes, appointment verifications, etc.) must be presented to the office on the date the student returns to school.

Students whose parents/guardians have personally contacted or telephoned the school during the student's absence do not need an admit slip and will not be listed on the daily admit list. All students will be required to make up assignments that were missed while they were absent. Partial credit may be assigned for late work.

School Day Arrival/Dismissal Times

* Checotah Intermediate School begins each school day at 8:00 am. Students should not arrive at school before 7:45 a.m., when faculty supervision begins. If a student arrives before 8:00a.m., he/she is to report immediately to the Multi-Purpose Building for breakfast and remain there until dismissed to his/her classroom. Breakfast is served daily from 7:45 to 8:00. Students who ride on school transportation will have time to eat breakfast regardless of the time their bus arrives.

We ask that parents not bring their children into the building each morning. This is an opportunity for students to become independent by getting to their classrooms by themselves. If there is something special you need to visit with your child's teacher about, please call for an appointment.

Parents, if you decide to secure private transportation to school, you become responsible for getting your child here on time. Flat tires, trains, oversleeping etc. are not excusable reasons for your child to be tardy.

Car riders will be dismissed at 2:55 p.m. Third grade car riders are to be picked up on the north side of the Intermediate School. Fourth and Fifth grade car riders are to be picked up on the playground west of CIS. PLEASE NEVER PARK IN THE STREET TO PICK UP CHILDREN. THIS CREATES A DANGEROUS SITUATION.

Students who ride regular route buses will be dismissed at 3:10 p.m., or as soon as the buses arrive. Students will walk to the buses; younger children are loading from Marshall Elementary.

Students who walk home or ride bicycles will be dismissed at 3:10 p.m. Walkers are released last so that there will not be a lot of vehicle traffic as they leave campus. Teachers will escort these students to street crossings and see that the children cross safely. STUDENTS ARE NEVER TO CROSS THE STREET AFTER SCHOOL WITHOUT TEACHER SUPERVISION.

Parent or Visitor Check In

The principal, counselor and/or secretary are always available to help serve you. Visits to classrooms should be scheduled in advance. Visitors, other than parents, will not be allowed in classrooms without permission from the principal and teacher.

Because of our concern for the security of the children attending Checotah Intermediate School, visitors may be issued a pass upon checking in at the office. Teachers are instructed not to allow a student out of their room unless the parent has received the check-in pass. Parents need to contact the school in the event the child needs to leave with someone other than his/her parent or designee and proper check-out procedures followed. We are sorry for any inconvenience, but the safety of the children is the first priority.

Withdrawals

Parents who wish to withdraw students from school should notify the school in advance of date of withdrawal, as there are several things that need to be done before a student is cleared.

- The student must check in all books.
- The students should be cleared in the library.
- The student must pay any outstanding bills, fines, lunches, etc.
- Parent or guardian should check out the student.
- The student should be given a withdrawal slip from the secretary's office to aid entry to the next school.

Parent Conference Due to Attendance Concerns

A parent, teacher, principal, student conference may be required for students who are nearing an absence rate of more than 10%, or 8 excused absences in any semester. The conference will review the compulsory attendance law and shall provide an opportunity for the school to explain the potential damaging impact upon the student's progress caused by excessive absences.

Make Up Assignments

Students are responsible for contacting their teacher concerning the work missed while absent. Make up tests will be given at a time determined by the teacher. Contacting the teacher and receiving make up work is to be done on the date of the students return to school. The student shall be granted one day for each day absent to turn in makeup work.

Example: The student is absent on Tuesday, returns with absence excused and request make up assignments on Wednesday, the student has Thursday to do the work and all make up work for the absence is due on Friday.

Please contact the school before 9:00 a.m. if you want to pick up your child's assignments for the day. Students are responsible to complete all missed assignments while absent. Partial credit may be assigned if work isn't completed in the approved time.

Truancy

Students absent without parent contact will be considered truant. This includes students arriving late or leaving early. Absent or late students will be placed on the needs admit list and must report to the office for an admit slip before returning to classes. These students will receive an excused admit or an unexcused admit. All unexcused admits are considered truant and may receive disciplinary action.

Tardiness

A student is tardy if not in the classroom, and in his/her seat when the morning bell rings. Remember classes begin at 8:10. All tardiness will be unexcused unless there is a note from a school employee who has caused the delay. Students that are tardy to class interrupt the classroom when entering. Students who enter the building at 10:00 will be considered absent for one half day. Students who leave at 1:00 will be considered absent one half day. Tardiness is strongly discouraged and will be dealt with in the following manner:

If a student receives three or more tardies during a nine-week period he/she will be assigned

noon detention and may not be eligible to receive a perfect attendance certificate or any other attendance recognition. Repeated instances of tardiness will result in disciplinary action, in accordance with the Student Code of Conduct.

Leaving the Building/Grounds

Under no circumstances will a student be granted permission to leave the building/grounds during the course of the school day unless the school is notified by the parent/guardian through personal checkout procedures in the office.

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. In the Checotah School District, regular attendance is important to ensure that students have the opportunity to maximize their learning experiences as well as to learn positive behavior patterns for future life. Students are expected to be in classes on time each day of the school year.

Personal Plans by Students

Plans for personal visits, over-night stays and birthday parties are to be made in advance by parents and students. Students cannot decide, during the day, to spend the night or attend a party without prior consent by parent phone call or parent letter.

Arrangements for Going Home in the Afternoon

Please make plans before your child leaves home in the morning concerning how he/she will be getting home in the afternoon. Parents should send a note to the teacher giving specific instructions concerning any changes in the child's normal routine. Due to the number of students at CIS, phone calls to the office to give instructions are discouraged. However, in emergency situations we are always glad to help.

The Pledge of Allegiance and the National Anthem

In 2007, the U.S. Congress addressed etiquette for the pledge of allegiance and the national anthem in 36 USC 301. When saying the pledge of allegiance, citizens of all ages should stand at attention, face the flag, and salute by placing the right hand over the heart. Men should remove their hats, and women any sports caps.

Standards of Student Behavior

The following are Standards of Behavior, for Checotah School students, which were set by an advisory board of the administrators, teachers, and parents. Checotah Intermediate School believes that appropriate behavior is essential for a satisfactory learning environment; therefore, students will be expected to:

1. Attend class daily
2. Be on time for each class
3. Accept the teacher's right to teach and the student's right to learn
4. Bring required materials to each class
5. Be attentive to and participate in the learning process in each classroom
6. Complete all assignments as required by the teacher
7. Accept responsibility for their actions
8. Be courteous and considerate towards others
9. Do his/her own work on test, homework, class work, and Accelerated Reader tests
10. Have work completed on time
11. Maintain self-control in class, in the cafeteria, on the bus, and/or at school sponsored or authorized activities
12. Walk in the halls and to the cafeteria
13. Respect school property and the property of others
14. Dress appropriately
15. Refrain from using inappropriate or offensive language anywhere on campus
16. Be honest
17. Refrain from committing any form of harassment, which includes sexual harassment, hazing or bullying.
18. Possessing or chewing gum is not allowed.
19. No food or drink outside of the cafeteria
20. Follow the rules and/or procedures established by the teacher, school, and district.

We expect Checotah Intermediate students to be honest. Students who violate the law by stealing, making threats, using illegal drugs or tobacco products, or assaulting another individual will run the risk of losing the right to attend school and having to deal with proper authorities.

Restroom Behavior

It is the responsibility of each student to keep the restrooms clean. Flush the toilet after using. Paper towels should be placed in the trashcans. There should never be more students in the restroom than there are facilities. If a student discovers there is a problem in the restroom, he/she should report the problem immediately to his/her teacher.

Destruction of School Property

The cost of repairing or replacing school property damaged as a result of neglect, misuse or vandalism will be charged to the student and his/her parents. Willful damage or destruction of school property will bring disciplinary action from the administration. Legal charges may be filed at the discretion of the administration. This rule applies to the destruction of student lockers located in the fifth grade hallway.

Extension of School Day Authority

The school also has authority over you at all school activities (home or away) or whenever you are participating in a co-curricular or extracurricular activity. The school's rules and authority also extends before and after school when you are either on school grounds or on a school bus. Fighting, use of alcohol or illegal substance, or other forms of misbehavior will be considered as school problems* and dealt with by the school administration. A student may be suspended from school (OSS) for misbehavior that occurs outside of the school day or off the school campus. ***May involve police investigation.**

Classroom Disruptions

The individual teacher will handle minor classroom disruptions when applicable. However, if the behavior continues or is of a serious nature, a student may be referred to the administrators for action.

Disciplinary Action:

1st Violation:

Teacher options: reprimand, loss of privilege, seating change, school service, conference, parent contact, class detention, noon detention.

2nd Violation:

Teacher has the option to reassign any above consequence to student or refer to **office administration.**

Administrative Disciplinary Alternatives:

Conference, parent contact, office assigned detention, behavior contract, school service, noon restriction, temporary removal from classroom to include Intervention Program or out-of-school suspension.

3rd Violation:

Office Referral:

Parent conference, office assigned detentions, after school detention, Intervention Program, out-of-school suspension, corporal punishment, or expulsion from class/school.

Dress Code

The Checotah Public School Board and Administration are aware that most of the students exhibit good taste and personal pride through good grooming and dress habits. However, it is policy that all students are to be neat, clean, and appropriately dressed to promote an educational atmosphere. Therefore, the following rules shall be followed in reference to student dress.

1. No hats, caps, the hoods of sweatshirts or coats, bandannas, or bands around the head may be worn inside the school buildings.
2. Non-prescription sunglasses may not be worn in the building.
3. The following items and/or articles of clothing are prohibited:
 - a. Those which advertise alcoholic beverages, sex, drugs, tobacco, or music groups that represent behavior inappropriate for CIS age students;
 - b. Clothing that is lewd, offensive, vulgar, contains obscene language, or is distracting;
 - c. Those which in the opinion of the school administration promote violence;
 - d. Those associated with gangs or gang membership;
 - e. Those which may be considered racially insensitive;
 - f. Those which may be considered as weapons including, but not limited to, studded jewelry, chains, etc.
4. No cropped tops, halter-tops, tank tops (unless used as a top shirt), muscle shirts, or any item exposing the midriff may be worn by either sex. The bottom of the shirt, blouse, or other top worn must overlap or be tucked into the pants, skirts, etc. worn so that the midriff, underwear, or any portion of the back and buttocks are not exposed.
5. No see through clothing, clothing with holes two inches above the knees, or tight fitting clothing shall be worn.
6. Shorts and skirts will be no shorter than the width of a dollar bill or approximately two inches above the top of the kneecap. Slits in shorts and skirts are considered part of the measurement.
7. Tights may be worn under garments. The outer garment must meet the two inch rule in length.
8. No house shoes, pajamas or clothing items designed for sleep.
9. No items or articles of clothing shall be permitted which are considered by the school administration to be disruptive to the orderly school environment. Body piercing and hair color not natural to hair may be considered a disruption to the educational environment.
10. Shoes will be worn at all times.
11. All clothing will be worn as intended by the design of the garment. (Example: arms in sleeves, and pant legs down)

Enforcement of Dress Code

Provisions of the dress code are applicable to the school day and to school related activities. The building principal may authorize exception or modification of a provision of the dress code for a specific purpose. The principal, or other designated school official is delegated the authority to determine the proper action to be taken in issues related to the dress code.

Faculty/Student Social Networking Site Policy

Checotah Schools discourages social fraternization between students and faculty members.

1. Improper fraternization between students and Checotah faculty using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Improper private contact via e-mail, social networking, or phone is prohibited.

- b. All e-contacts between students and Checotah faculty should be through the district's computer and telephone system.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
- 2. Inappropriateness of posting items with sexual content.
 - 3. Inappropriateness of posting items exhibiting or advocating use of drug and alcohol.

Lockers

Lockers may be provided for 4th and 5th grade students. Students will be issued locker numbers during the first day of class.

Lockers are to be used to store books, coats and lunches brought from home. Lockers are not to be used to store items not related to school. Lockers are to be kept neat and free of litter (Do not leave lunches in lockers overnight). Please do not bring valuables to school and expect them to be secured in your locker. **Students may not use locks to secure their lockers.** Valuables should not be brought to school.

Students are not to place anything that sticks in their lockers. Pictures, stickers, etc. will be removed during routine locker checks. Nothing is to be placed either inside or the outside walls or door of the lockers.

In order to maintain discipline and ensure proper functioning of the educational process, school personnel must have access at all times to school property, including lockers, desks, etc. assigned to students. Students have no privacy rights in locker contents, against administrators or teachers. Periodic locker checks may be made throughout the year without prior notice to students. The administration will maintain a confidential file of all lockers.

Students should remain in their assigned locker unless the office has been notified of the change and has approved the change. It would be a good idea for the student to write their locker number on a piece of paper at home so a parent could get books, etc. if the student is ill.

Students may lose locker privileges if they violate the rules listed above.

Teacher Authority at Checotah Intermediate School

Teachers are responsible for discipline in the classroom. Minor day-to-day problems may receive warnings, detention, and notification of parents, time out, or other appropriate penalties determined by the teacher. Students who continue to misbehave will be sent to the administrator and the penalties will become much more severe.

Principal's Disciplinary Policy

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case. Factors that will be considered in each case are:

1. Seriousness of Offense
2. Frequency of Violations
3. The Effect of Misconduct on the School Environment

The following forms of discipline may be used:

1. Advise the student of the consequences (warning)
2. Parent Contact
3. Remove from class/activity
4. Noon Detention
5. After School Detention (parent is responsible for transportation home)
6. School Service (Cleaning, picking up grounds, etc.)
7. Financial Restitution for Damage to School or Personal Property
8. Intervention (In-school suspension)
9. Saturday School
10. Suspension (Short Term)
11. Suspension (Long Term)
12. Corporal Punishment
13. Refer to Appropriate Social Agencies
14. Notify Law Enforcement Agencies
15. Any other disciplinary action deemed appropriate

In order to maintain an effective learning environment, a minimum of time should be spent by teachers in correcting student behavior. Students at Checotah Intermediate School know what is expected of them, and we will accept no less than the best in work and behavior.

Discipline Points

Points will be assigned as an addendum to the disciplinary action. These points will be assigned in conjunction with the discipline and will be consistent throughout the year. The points will be tallied before extracurricular activities and may be used as a tool when assessing eligibility status. The points will be noted in parentheses next to the following disciplinary alternatives.

Disciplinary Alternatives

Noon Detention (1 point per assigned day)

Noon Detention is a disciplinary action for minor problems designed to correct misbehavior before more drastic action must be taken. Students in detention will be allowed to eat in the cafeteria and the same choices as every other student. These students may be seated away from the rest of their classmates. The remainder of the detention time will take place during recess. If a student is absent on the day of the detention he/she will be required to serve detention when he/she returns to school. Failure to attend the assigned detention in a timely manner will result in other alternative disciplinary actions such as Saturday School or Out of School Suspension.

Rules for Detention are:

1. Students will be on time to detention.
2. Students will not talk without permission.
3. Students will perform assignments made in detention.

Violation of rules in detention will result in added days of detention, or further disciplinary action.

After School Detention (3 points per assigned day)

A student may be assigned after school detention in lieu of other forms of discipline. This alternative will be served on Mondays, Tuesdays, and Thursdays throughout the school year. Detention begins at 3:00 pm when the regular school day ends and concludes at 5:00 pm. The following rules apply:

1. Bring ample work for two hours.
2. There is no sleeping, talking, note writing, reading magazines, or other unacceptable behavior.
3. Failure to attend the assigned date may result in further disciplinary action.
4. Transportation is the responsibility of the parent/guardian for students in PM Detention.
5. Detention will be canceled if classes do not meet due to inclement weather.

Saturday School (5 points per assigned day)

A student may be assigned Saturday School in lieu of other forms of discipline. Saturday School will be served from 8:00 am to 12:00 noon.

Procedure:

Saturday School will begin promptly at 8:00 am in a designated room and will be dismissed at 12:00 noon sharp. If a student is late to Saturday School an extra Saturday will be assigned. (No Early Dismissals)

1. The following policy will be in force during the entire time that students are in the room:

- a. NO TALKING (not even whispering) during the entire time students is in the room.
- b. NO DISTRACTIONS of any sort (no noise making of any type, getting out of seats, passing or throwing articles to others, etc.). Students may get out of their seats to get paper, sharpen pencils, or to see the supervisor. **Trash will be thrown away at break time only.**
- c. NO RADIOS OR WALKMANS
- d. NO FOOD OR DRINK
- e. SCHOOL WORK ONLY. Students must be fully engaged with schoolwork (No newspapers, magazines, art crafts, or games). No sleeping, window gazing, or doodling. Students must be engaged in (4) hours of profitable brain activity with schoolwork. If all assignments are completed satisfactorily and time still remains, disciplinary packets will be assigned.
- f. NO BACKTALK. Follow all directions when given.
- g. Weather Permitting, school service will be incorporated into Saturday School (pick up trash outside)

Any violation of these rules will result in Saturday School failure and the student's parent will be called to pick up the student at that time.

Students will be allowed one ten (10) minute break at 10:00 am. At 11:55 am, all students will stop work, turn in all assignments, and straighten up the room prior to being dismissed at 12:00 noon.

Students will be dismissed and picked up promptly at 12:00 noon. There will be no adult supervision by the school after 12:00 noon.

Students who do not come to their assigned Saturday School will be assigned an extra day of Saturday School the first time, if attendance of Saturday School becomes an issue the student may receive an out of school suspension, and reassigned for the following Saturday School.

Intervention (5 points per assigned day)

The Intervention Program is a very structured in-school suspension program. Students will receive Intervention in lieu of suspension. Students who are assigned to Intervention will be removed from all contact with fellow students for a designated period of time. They will have all work that is to be completed in class during their time in Intervention, and will receive full credit for completing those assignments. Failure to complete assignments while in Intervention will result in zero credit. Students may be assigned to Intervention for part of a day, full or multiple days.

Misbehavior in Intervention will result in out of school suspension.

Suspension (10 points per assigned day)

The principal shall have the authority to suspend any pupil who is guilty of any of the following acts while in attendance at school or in transit to or from the school, or at any school function sponsored or authorized by the district, or when present on property under the control of the district:

1. Harassment of another student as defined by CIS policy
2. Use of or possession of tobacco product, in any form
3. Fighting
4. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution of being under the influence of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma Law, low point beer, i.e. 3.2 beer) and /or controlled substances
5. Unacceptable attire
6. Cheating
7. Vandalism
8. Theft
9. Truancy
10. Use of threats, physical or verbal abuse, profanity, vulgarity, obscene language, possessing obscene materials or using racial, ethnic or sexual epithets
11. Disruption of the educational process or operation of the school
12. Inappropriate behavior
13. Possession, threat or use of a weapon
14. Conduct which threatens or jeopardizes the safety of others
15. Willful disobedience of a request of any school official
16. Failure to attend assigned Detention or Saturday School without approval
17. Failure to comply with state immunization records
18. Violation of school rules and regulations
19. Willful damage to school property
20. Immorality
21. Extortion
22. Possession of a paging device or cell phone on school property or while attending an activity sponsored or authorized by the school
23. Disrespect to staff member
24. Gambling

Students who are placed in out-of-school suspension are not permitted to come on CPS campus or campuses until they are reinstated unless they have special permission from the administrator who suspended them. Students who are suspended are NOT permitted to attend, practice for, or participate in ANY CHECOTAH SCHOOL DISTRICT ACTIVITY. This includes attending any activity with a parent or parent designee.

Corporal Punishment (Discipline points will correlate with disciplinary infraction)

The principal shall have the authority to administer corporal punishment to any student who violates any of the rules. Corporal punishment will take place in the principal/s office. Parent/guardian will always be notified before corporal punishment is administered.

Smoking/Tobacco Use

The Board of Education asserts that smoking and/or the use of smokeless tobacco is harmful to an individual's health.

Checotah Public School students are not allowed to smoke, dip snuff, chew tobacco or be in possession of tobacco products or lighters in school buildings, on school grounds, or on school buses. This rule applies to any school sponsored activity on or off campus.

Students violating the smoking/tobacco policy will be subject to the disciplinary action:

Nuisance Items

Games, toys, tapes, CDs, radios, CD players, water guns, skateboards, cards, aerosol sprays and similar types of items are considered "NUISANCE ITEMS" and are NOT allowed at Checotah Intermediate School. Any such items will be confiscated from the student and returned only to the parent/guardian of that student. Other disciplinary action may be taken if deemed necessary.

Possession or Use of Electronic Paging Devices/Cellular Phones

Elementary students may possess electronic communication devices at school or any school activity on or off campus, but the communication device must be turned off and kept in backpack or locker. Students may use their phones at the end of the day when outside the school building. Students who violate the rules shall have their phones confiscated. On the second violation of this rule, the student will be assigned a disciplinary action such as Saturday School.

Parents may pick up the phones in the principal's office. If the device has not been picked up after 30 days, the school may dispose of the electronic communication device. The school will attempt to contact the parent prior to disposal of the device.

It is the policy of Checotah Intermediate School that students not contact teachers after school hours by use of cellular phones or other electronic devices.

Bicycles/Skateboards/Roller-Skates/Roller/Blades/Scooter/Roller-Shoes

Upon arriving at school, bicycles, skateboards, roller-skates, roller-blades, and scooters must be left at each school's designated area. The student is responsible for the security of the item. The District is not liable for theft or vandalism of the items. Students will refrain from using bicycles, skateboards, roller-skates, roller-blades, roller-shoes or scooters on school property before, after, or during the school day.

Zero Tolerance for Fighting

Fighting will not be tolerated at Checotah Intermediate School. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. In a case involving excessive violence or physical damage, the suspension may be extended into the following semester or the entire school year. Any student who strikes another person on the CIS campus or during sanctioned activity may be subject to suspension up to the remainder of the semester and/or the following semester except as hereinafter provided for.

Consequences for Fighting

- I. As soon as possible after any fighting incident, any student participating in the fight will meet with an administrator. At that time the student will be informed of the charges against him/her, the factual basis for the charges, and shall be given the opportunity to tell his/her side of the story. If the student participated in the fight, the student will be immediately suspended, unless the administrator finds that the student acted in self-defense.
- II. If it is determined either that the student was not involved in the fight, or that the student acted solely in self-defense, the student will be reinstated in school without penalty. The administrator may impose the following:

1st OFFENSE: Up to 10-day out-of-school suspension

2nd OFFENSE: Up to 45 days out-of-school suspension

The facts to be considered regarding the length of suspension are as follows:

- a. Whether the student has previously complied with the student discipline policy;
- b. The damage done or injuries sustained by any person as a result of the fight;
- c. The potential danger that the student poses to other persons;
- d. In the absence of aggravating circumstances, a short term suspension may be appropriate for a time fighting offense.

Note: At the discretion of the administrator, other District disciplinary alternatives may be used in lieu of Out-of-School Suspension.

Physical or/and Verbal Assault Toward School Employees

Any act of physical violence directed at the administration, teacher, staff member, and/or bus driver will result in the following consequences. Charges may also be filed with the police department.

First Violation: May result in suspension to the home for the remainder of the current semester and succeeding semester and may include any of the following:
Recommendation for permanent exclusion, parent conference, police

involvement, and recommendation for prosecution under the terms of the law. Upon his/her return to school, the student will be placed on a behavior contract which will set forth the terms and conditions for continued attendance.

Profanity/Derogatory Language and Gestures

Profanity/obscene gestures/derogatory/confrontational language is not permitted at Checotah Intermediate School or at any school activity at any time. The aforementioned in either spoken or written language directed toward an adult supervisor, teacher, administrator, staff member, or bus driver will result in a suspension of 45 school days.

Educational Plan for Out of School Suspensions:

The school administration will provide the student with an education plan designed for the eventual reintegration of the student into school. The parent or guardian of the student shall be responsible for monitoring the student's educational progress until the student is readmitted into school.

Students completing assignments at home due to suspension must pick up assignments weekly. These assignments must be completed with a minimum of 60% accuracy and returned weekly.

Bullying, Harassment and Hazing

It is the policy of Checotah School District that no student or employee of the district shall participate in or be members of any secret organization that is in any degree related to the school or to a school activity.

For the purposes of this policy, bullying is a pattern of repeated behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children whether done in person, by written communication, or by use of any electronic device. Bullying behavior can be a threat or actual separate actions directed against multiple students.

Hazing is defined as an activity, which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission in or with any organization operating subject to the sanctions of the school district.

Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate. Harassment exist when an individual student or an unorganized group of individuals who use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult or humiliating tasks.

No student in this district will be subject to bullying, hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities whether connected to an organization or not.

District employees shall take necessary and appropriate disciplinary action toward any student or employee who violates this policy. Disciplinary action may include expulsion for students and employment termination for employees if in compliance with state law.

Definition: Bullying is any repeated pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children whether done in person, by written communication, or by use of any electronic device. Bullying behavior can be a threat of, or actual, separate actions directed against multiple students.

References: 21 O.S. 1190 (Section 826, School Law Book, 1997)

Amended by S.B. 129, 1995 Legislative Session and S.B. 992, 2002 Legislative Session

Illegal and Illicit Drugs and Alcohol

- a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
- b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma law, **i.e.**, 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
- c. Counter medications being used for an abusive purpose, **i.e.**, when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
- d. Violation of these rules will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
- e. Student violation of these rules, which also constitutes illegal conduct, will be reported to all enforcement authorities.

Possession of Dangerous Weapons in School is Prohibited

Students will not bring any object that is represented as a weapon to school. Students found to be in possession of a dangerous weapon will be suspended for a period of up to one year. Students found to be in possession of a firearm will be suspended from school for one calendar year. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, b-b gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun chucks, dagger, bowie knife, dirk knife, butterfly knife, and any knife having a blade of greater than three inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than three inches that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, and any Replica or Facsimiles thereof or any item which is used to threaten harm or is used to harm any person.

Knives of any length must not be brought to school.

Search and Seizure

The superintendent or principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, and hereinafter referred to as controlled dangerous substances, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The Superintendent or principal authorizing such search shall notify the local law enforcement agency, which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search.

The superintendent or principal authorizing the search shall have authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or pupils or to preserve any dangerous weapons or controlled substance.

PUPILS SHALL NOT HAVE ANY REASONABLE EXPECTATION OF PRIVACY TOWARD SCHOOL ADMINISTRATORS OR TEACHERS IN THE CONTENTS OF A SCHOOL LOCKER, DESK, OR OTHER SCHOOL PROPERTY. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline handbook that they have no reasonable expectation of privacy rights toward school officials in school lockers, desks, and other school property.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any pupil suspended under this section may appeal any such suspension to the Board of Education of the school district.

*****Tobacco products will be confiscated and parents notified with each offense.**

Appeal Process

The constitutional rights of individuals assure them the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in Checotah Public Schools.

Due Process Procedures

If the student, student and parents, or parents, desire to appeal the decision, they may request an appeal by filling out an appeal request form (available in the principal's office) within (2) two school days after receiving the decision. Suspensions of five days or less may only be appealed to the building principal. Suspension of six to ten days may be appealed to the committee. Suspension of eleven or more may be appealed to the Board of Education. **Intervention is not considered an out-of-school suspension and may not be appealed.**

1. The first level of appeal will be before a committee consisting of seven persons, a school administrator, and six classroom teachers, all of whom will be appointed by the principal.
2. The student shall be allowed to continue in school until such hearing is held and a final disposition of the matter is made, unless the student's presence in school is a threat to the orderly educational process or the safety of school staff members or other students.
3. At the appeal hearing, each side will present their evidence, cross-examine witnesses, and present any evidence that they deem to be of interest.
4. At the completion of the appeal hearing, the panel will meet (without principal or parents present) and issue a written advisement to the principal concerning the situation.
5. The principal will make a decision based upon the evidence and the input of the panel. The principal will notify the parents as to the decision within 24 hours of the appeal hearing. In the letter is to be a statement advising the parents of their right to appeal the decision to the Board of Education by filing an appeal request at the Superintendent's Office within two (2) school days of receiving the decision.
6. If the parents elect to appeal the decision and fill out the appeal request at the Superintendent's Office within two (2) days of receiving the principal's decision, a hearing is to be scheduled at the next regular Board meeting or at a special Board meeting called for this purpose. The student shall be allowed to continue in school until such hearing is held and final disposition of the matter is made, unless the student's presence in school is a threat to the orderly educational process or the safety of school staff members or other students. In this case, a student may be prohibited from attending school until final disposition of the matter by the Board of Education. The principal shall make this decision.

The student and his or her parents are to be advised of the time and date of the Board hearing and that they are entitled to be represented by counsel if they so choose. The principal shall have the option of representation by counsel also.

7. At the end of the Board hearing, evidence is to be presented by both parties. The student shall be afforded an opportunity to question his or her accusers at both the preliminary and the Board hearings either personally or through counsel.
8. Accurate minutes of hearings are to be kept, along with all evidence as to the guilt or innocence of the student.
9. The Board of Education shall render a decision either upholding the suspension or revoking it.

Releasing Students to Police

When an officer with police authority comes to the school for the removal of a pupil by arrests (legal warrant); the pupil will be released to the officer. The school will make every effort possible to notify the parents that the officer has removed the pupil from the school. The school will record the name and title of the arresting officer so follow-up attempts by the school or the parents may be facilitated. An officer is allowed to come to the school for the purpose of questioning a pupil.

A student of Checotah Public School may be subject to suspension for violations of regulations covered by civil and school laws of Oklahoma.

Academic Regulations and Guidelines

HONOR ROLLS

Superintendent's Honor Roll (issued only at semester)

Students must have no grade lower than an "A" for the entire semester grade.

Principal's Honor Roll

Students must have no grades lower than an "A" or "B" for the entire semester grade.

Progress Reports

At the end of each quarter (nine weeks) report cards are issued to each student.

Periodically, during each quarter, reports are sent to parents to inform them of their child's progress. Students and parents are encouraged to request a teacher conference whenever there is a question on academic progress. Conferences may be scheduled through the principal's secretary or the counseling department.

If School-wide Parent/Teacher conferences are scheduled, the Intermediate office will notify parents. Please feel free to schedule additional conferences as needed.

Grading Policy

The letter grades of A, B, C, D, F, and I are used to indicate the level of achievement of all students in CIS.

The letter grades used will indicate the following degree of achievement:

100-90	A	Excellent: The student has a complete understanding of subject matter.
89-80	B	Above Average: The student understands the subject most of the time.
79-70	C	Average: The student lacks understanding and needs re-reaching and/or teacher help to complete activity.

69-60	D	The student rarely understands the subject matter and is in danger of failing.
59-Below	F	The student shows no understanding and is unable to grasp the concepts being taught.
Incomplete:	I	Student is given an extension (Usually the number of days he/she was absent when the work was due) to complete course work.

Remediation

We are working to add as much additional time during the regular school day as possible for remediation. If you feel your child needs extra time, please contact the office or their teacher to set up additional times for remediation. Periodically, it is possible to adjust the student's extra-curricular schedule to increase remediation time.

Assignments and Homework

At the Intermediate School homework varies in amount by grade level and subject.

- A. Daily work assignments and work taken home that is not done during class time is the student's responsibility.
- B. Homework is to be done each evening with parent supervision, and returned to school the next day, or when the teacher designates.
- C. In the event that a student does not turn in completed homework his/her teacher will deal with the problem in the manner defined in their individual class syllabuses.
- D. Students will receive Saturday School for the fourth offense of incomplete work each semester.

Homework Without Tears

By Lee Canter

- Set up a proper study area in your home.
- Establish a daily homework time.
- Take steps to encourage your children to do their homework independently.
- Consistently praise your children's efforts.
- Use additional incentives if necessary.
- Communicate so that your children really listen.
- Take a firm stand.
- Contact your child's teacher if necessary.

Teacher's Authority to Issue Grades

The teacher has the responsibility to determine an appropriate grading system and to evaluate student progress. If a student has a question on his/her grade, he/she should first discuss it with his/her teacher. Appeals may be heard by the school's administration following a student/teacher conference. Teachers should communicate their grading procedures to their students when the semester begins.

Student Eligibility During a Semester

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is failing one or more classes at the end of a week, he/she may be assigned Saturday School.

Student Retention

3rd Grade Students: State law §70-1210.508C states that any third grade student who scores unsatisfactory or Limited Knowledge on the reading portion of the spring assessments must be retained, however, SB 630 states that students can be promoted as long as a committee including the student's Reading Teacher, Reading Specialist, and Parent agree that the student can achieve academic success in 4th grade. Those students will then have to be approved for promotion by the Principal and our local Superintendent and if promoted, will continue an intensive remediation program. You may keep up-to-date on any changes to this law by going to <http://www.ok.gov/sde/reading-sufficiency-act#Laws> and clicking on the appropriate link. Parents of students that this will affect will be notified by the CIS office and a meeting will be set up at that time.

4th Grade Students: State law allows a teacher to recommend a student be retained at the present grade level or failed in a specific academic course. If a parent or guardian is dissatisfied with the recommendation he/she may appeal the decision by complying with the district's appeal process. Three factors will be used in the determination to recommend a student for retention:

- a. Attendance
- b. Academic Achievement
- c. Student Behavior/ Maturity Level

Proficiency Based Promotion

Checotah Public Schools offers an option for students in grades one through eight who demonstrate exceptional proficiency in a subject or subjects to be promoted. Please contact the counselor or building principal for additional information.

Field Trips

To qualify for a class field trip the student must have been in attendance 90% of the time. The administrator will reserve the right to review absences and forgive where appropriate.

Remember, three or more tardies in a nine week period may keep a student from attending field trips or participating in other activities.

A student will also lose the right to attend class field trips if the behavior of the student has been such that the administrator deems it necessary for the child to stay at school. Disciplinary points may be the assessment tool for this criterion.

A student may not attend class field trips if they are failing any subject at the time of the trip and has not made effort to pass the class by attending tutoring or applying him/herself during the allotted class time.

Guidance Information

COUNSELOR: Kathleen Elam, Guidance Counselor for Grades Pre K-8th

A school guidance counselor is available to guide students toward success in the areas of academic achievement, personal and social development and college and career awareness. Guidance and counseling services are generally provided through classroom guidance and small group lessons emphasizing academic excellence, relationships, peer pressure, bully prevention and virtues.

The counselor should not be viewed as a disciplinarian. They cannot serve as a disciplinarian and maintain the helping, non-threatening relationships necessary for promoting emotional growth and well-being. Serious problems beyond their skills will be referred to community guidance centers where a psychologist can work with the student and the family.

Students should not hesitate to contact the counselor for assistance with any problem. If the counselor is not available at that moment, the student should leave their name with a secretary and they will be contacted as soon as possible.

The Guidance Center is located in the main office area.

School Records

A cumulative folder of student records is kept on file in the counselor's office. Student records may be inspected according to provisions outlined in Public Law 93-380. Checotah Public Schools maintain student confidentiality according to Family Educational Rights and Privacy Act.

Parent/Teacher Conferences

Parent/teacher conferences are an important link in the educational process. A parent, teacher, or student can initiate conferences. All parent conferences should be scheduled through the school office. In order for a conference to be productive, teachers need adequate time to gather important student information, and conferences must be scheduled during the teacher's

conference period.

Students and parents may expect teachers to request a conference if:

- 1) the student is not maintaining passing grades or achieving the expected level of performance
- 2) the student presents any other problem to the teacher
- 3) in any other case the teacher considers necessary

Conflict Resolution

Students may experience conflict with other people during their school years. The following recommendations may assist students in following a logical sequence if a conflict arises:

Conflict with another Student

1. If the conflict is not violent, the student may attempt to discuss the issue with the other student or may contact the school counselor if assistance is needed.
2. If the other student is angry or violent, the student should ask for assistance from teachers, parents, and/or school principal.
3. The student should avoid the other student until the conflict subsides.
4. If the other student threatens violence or commits a violent act, the student should contact the school principal and his/her parents.

Custody Issues

Parents are urged to resolve their children's custody issues through the legal system and not through the school system.

The school will use the following process to determine who will have access to the child:

Enrollment form-This form is used to enroll the students and is the first indicator of access and emergency contact with a child.

Birth Certificate-If a parent who enrolled the child does not give consent for the other parent to access the child, then a copy of the latest Divorce Decree or Paternity Decree will be requested from both parents. We will do our best to implement the latest court document. If we are unable to resolve the custody issues, the Checotah Police Department will be contacted to make a decision as to parental rights.

Homebound Policy

Students who are incapacitated to the extent that they are unable to attend classes are eligible for homebound status. Application for homebound status must be made by a student's parent/guardian with the Director of Special Services located in the Principal's office. **A current doctor's statement concerning the nature of the illness will be required.** A team will then decide if the student is eligible for homebound status. Since these students will be returning to regular classes, teachers are asked to leave homebound students on class rolls but not count them absent on daily attendance sheets. Classroom teachers will be asked to provide the homebound teacher with any assignments. Upon returning from homebound the student must report to the Attendance Office for an admit.

State Testing Program

The goal of the statewide assessment program is to provide all eligible Oklahoma students an appropriate statewide assessment that measures and supports their achievement of essential knowledge and skills of the state-mandated curriculum. Every student receiving instruction in the essential knowledge and skills shall take the appropriate criterion-referenced tests, as required by Oklahoma State Law. Additional information regarding testing will be provided as decisions are made at the state level.

Supervision of Students

Students must be supervised at all times. Students should never practice or meet in the building without a faculty advisor being present.

Fundraising

Except as approved by the principal or designee, fund raising shall not take place on school property. Coordination of projects between school organizations, parent organizations, and the principal is expected to avoid duplication of efforts.

Fund raising plans carried on in the name of the school or any organization within the school must be approved by the building principal first and then by the Board of Education.

Eligibility for Participation in Student Activities

A student who has not attended classes ninety percent of the time for the semester becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.

A student will not participate in a school-sponsored activity while under school suspension including intervention and out-of-school suspension.

A student will not attend a school sponsored out-of-town activity while academically ineligible.

School related absences (sports, band, academics, etc.) will not be used as an excuse for failure to do class work. Any student who misses class because of school activities should be performing satisfactorily in class. Class work comes first and a student in no case should miss a class that he/she is in danger of failing. **IT IS THE RESPONSIBILITY OF THE STUDENT TO DETERMINE HIS/HER STATUS IN EACH CLASS BEFORE PARTICIPATING IN A SCHOOL ACTIVITY ON CLASS TIME.** A student will not participate in a school-sponsored activity unless he/she meets scholastic-requirements.

Lunch/Recess Times

Third Grade Lunch: 11:30a.m. - 12:15 a.m.

Fourth Grade Lunch: 11:00a.m. - 11:45 a.m.

Fifth Grade Lunch: 12:10pm - 12:35pm/Recess 1:25pm – 1:45pm

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at no cost to the student.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor in your area in a clean condition.
4. Maintaining orderly conduct in the lunch line. Cutting into the line is prohibited.

Emergency Procedures

Fire and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. This is a life and death matter.

The **Fire Alert** is a series of short blasts with the air horn, bell, or notification over the intercom system.

The **Tornado Alert** is a continual ringing of the bell or air horn.

The **All Clear** is three (3) short rings of the bell or air horn. Written procedures will be posted in each classroom.

Identification

All persons on school grounds or at school-sponsored events, must, upon request, promptly identify themselves to proper school authorities. Students off school grounds during the school day must identify themselves to school officials upon request.

School Closings

In the event that it is necessary to close the school the following radio and television stations will be notified:

Television: KOTV-CH 6, KTUL-CH 8, and KJRH-CH 2.

E-Note Notification Service

In the event school has to be closed early, it is necessary that all students know what to do or where to go. Checotah Public School has adopted the E-Note Notification Service which allows us to send a telephone, text, or e-mail message to you providing important information about school events or emergencies. We anticipate using E-Note to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing you will be informed immediately by phone.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain we have your most current phone numbers. If this information changes during the year, please let us know immediately. You can sign up for E-Note on the district website.

Telephones

The office telephones and those in different departments are for school business and may be used by students only in cases of emergency and with permission of appropriate staff.

Textbooks and Supplies

Students at Checotah Intermediate School are provided free textbooks for all classes where required. Once a student is issued a textbook, he/she is expected to keep and care for the book until it is returned. In the event a textbook becomes lost or damaged beyond use, another will not be issued until the first one is paid for. The same is true for books not returned to the library. A student may temporarily lose checkout privileges of library books for failure to return books already checked and not returned. "Charge" statements will be attached to student transcripts for any legitimate debt owed the school. Failure to clear such debts may result in a student being unable to participate in activities at the close of the school year. The school also has the authority to retain a student's school records until all financial obligations are met.

Visitors

Parents are always welcome on campus and should sign in at the front office. All other persons having business or visiting a school campus during a regular school day must register with the administrator of that campus and state their business or whom they would like to see. The administrator shall have the right to deny visits that might infringe on the operation of the school. Students from other schools will not be allowed on campus during the school day or at a special event during the school day.

Policy Notifications

It is the policy of the Checotah Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment.

Nondiscrimination Statement

Checotah Public Schools does not discriminate based on race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning this policy may be directed to the Superintendent, 320 W Jefferson Avenue, Checotah, Oklahoma 74426. Phone: 918-473-5610

Asbestos Statement

All of the buildings of the Checotah Public Schools were inspected for asbestos containing building materials and a report of this inspection, laboratory analysis of the samples and other pertinent data are included in the AHERA management plan. A copy of the AHERA management plan for each organizational unit is on file in the office of the Principal of that unit and the master AHERA management plan is on file in the office of the Superintendent of Schools.

These AHERA management plans are available for the public to review upon request to the building Principal or the Superintendent of Schools. These documents are made available to enable the public to determine if the AHERA management plan has been satisfactorily implemented.

Checotah Public Schools will annually notify all parents, teachers and other employees of the availability of the asbestos management plan by inclusion of this information in the Student Handbook for general distribution to all students, as well as being hand delivered to all employees. Be further advised that R. E. Phillips OKMP-230052, Asbestos Program Manager, will be conducting walk through observation inspections of the buildings each six months.

Amendment 2008:

Dear Parent/Guardian,

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a three year re-inspection of our buildings that contained asbestos building materials.

As a result of our re-inspection, we are pleased to report that areas that contain asbestos pose no health problems.

The Management Plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call 918-473-5610 for an appointment.

Child Find Notice

Checotah Public Schools is consistently in search of handicapped individuals who may benefit by Special Education. Public Law 94-142, which was passed by Congress in 1976 insures the handicapped a right to a free and appropriate public school education. We serve persons from birth to age 21. If you have or know of a child who might benefit from this service, please contact Lisa Vandiver, Director of Special Services, at the above address or call.

Soonercare Health Insurance

Parent(s)/Guardian(s)/Faculty/Staff:

Checotah Public School provides health-related services to children eligible for SoonerCare Health Insurance. SoonerCare is Oklahoma's new healthcare system. It is designed to make sure children and pregnant women get the healthcare services they need. SoonerCare is health insurance that is absolutely free to qualifying participants. Examples of services that are provided through Checotah Public School are speech therapy, occupational therapy, physical therapy, counseling and school nursing services.

Checotah Public School has a contractual intergovernmental agreement with the Oklahoma Health Care Authority. The purpose of this agreement is to establish a early intervention diagnosis and treatment delivery system whereby early identification of health and mental health problems which adversely affect the development of children and impair educational functions can be determined and needed medical services can be delivered to children via the school districts on a fee-for-service basis. These services are provided in accordance with the Early Periodic Screening Diagnosis and Treatment (EPSDT) Program.

No person on the ground of race, color, disability, or national origin will be excluded from participation, be denied the benefits of, or be subjected to discrimination under the SoonerCare program or any activity administered by the Oklahoma Health Care Authority.

For an application or more information, you may contact the counselor or the principal at your child's school. You may also contact Lisa Vandiver at (918) 473-2239.

FERPA Notification

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 District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) 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 is inaccurate or misleading. Parents or eligible students may ask the 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 or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the 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 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 District has contracted to perform a special task (such as an attorney, auditor, medical

consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another, school official in performing his or her tasks. 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 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 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 600 Independence Avenue, Southwest
Washington, D.C. 20202-4605

More information may be obtained by contacting Lisa Vandiver, Director of Special Services for Checotah Public Schools. Phone: (918) 473-2239.

Prayer in Public Schools

Each year questions arise concerning prayer or other religious activities in school. This is a brief overview of the law concerning religious activity in school. A copy of the full explanation is available in the principal's office.

From the Secretary of Education, Washington, D. C.

The First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals such as students. At the same time school employees may not "compel students to participate in prayer or other religious activities or participate in such activities with students."

Students may pray when not engaged in school activities or instruction as long as they do not disrupt the educational program. Staff members may not lead, or join in the prayer.

Example: A student or group of students may say grace before a meal but a staff member could not lead the group in that prayer.

Prayer is not allowed at graduation, FFA banquets, sports banquets, or any other school sponsored activities.

*Events such as baccalaureate and Wildcat Welcome are not school sponsored events.

If a school has a "Moment of Silence" during the school day, students are free to pray silently, or not to pray, during these periods of time. Teachers and other school employees may neither encourage nor discourage students from praying during such time periods. The "Moment of Silence" is only used during the school day.

Parents Right-to-Know

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher, including, at a minimum, the following:

- a. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
 - 1. In addition to the information that parents may request under subparagraph (a), a school that receives funds under this part shall provide to each individual parent
- e. Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

Directory Information

The Checotah Public Schools proposes to designate the following personally identifiable information contained in a student's education record, as "directory information" and it will disclose that information without prior written consent.

1. The student's name and address
2. The names of the student's parents
3. The student's class designation
4. The student's extracurricular participation
5. The student's achievement awards or honors
6. The student's weight and height if a member of an athletic team
7. The student's photograph
8. The school or school district the student attended before he or she enrolled in Checotah Public School.

The law further provides that any student may upon written request restrict the printing of such personal information relating to himself/herself as is provided in "directory information." Forms for withholding student "directory information" are available with the following exceptions:

1. Other school officials within the education institution who have legitimate educational interests.
2. Officials of schools to which the student seeks to transfer.
3. The Comptroller General of the United States.
4. State educational authorities.
5. In connection with a student's application for, or receipt of financial aid.
6. Accrediting organizations.
7. Agencies conducting legitimate research (no personal identifiable information).

Breakfast/Lunch Program

More information about the Child Nutrition Program is available through the Principal's office or at the Child Nutrition Office located at Checotah High School. Phone: 473-8010

Transportation

Free transportation in district owned buses is furnished to the students who reside one and one-half miles or further from the school. All buses operated by the Checotah Schools meet the requirements of the State Board of Education and operate in compliance with their regulations.

All students are urged to regard the bus as a classroom as far as conduct is concerned. The bus driver of each bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the driver and is expected to help him/her maintain discipline in order to prevent serious accidents. The driver is expected to look after the welfare of all students in his/her care. He/she may recommend to the principal that a student be removed from the bus if that student persists in disobeying regulations. A full report of each discipline problem will be made to the principal concerned. A copy of the bus regulations is posted on each bus. Bus students should read these regulations and become familiar with what is expected of a bus student.

If the bus fails to run the route for any reason, excused absences are recorded. No tardies will be charged against the student if the bus is late.

Transportation to Activities

Students who are participating in a school activity must travel in school transportation. Students may be permitted to return home with their parents if they have the approval of their advisor. Students are never to be permitted to return home with friends or other families. Students who are riding an activity bus to a student function or who are participating in a field trip are expected to use school transportation for the return trip to Checotah. The principal and the advisor of the activity must approve any exceptions to this rule.

Private vehicles may be used for activity trips only under the following guidelines:

1. Permission must first be obtained from the principal.
2. A parent or teacher sponsor must drive all vehicles transporting students.

Agriculture students may drive a private vehicle to transport livestock to and from shows and fairs under the following conditions:

1. Non-licensed drivers will not be permitted to drive private vehicles to transport livestock to and from shows under any circumstances.
2. The vocational agriculture instructor must obtain a permission statement, signed by the parent of the student who is to drive the vehicle, before the trip is made. The statement must be filed in the office of the principal before the trip is made and must contain a waiver of liability in case of an accident.

Bus Rider Safety Rules

Before Bus Arrives

1. Arrive at the bus stop 5 minutes before the bus is due. Dress appropriately for the weather. You may have to wait in the rain or cold.
2. Wait for the bus in a safe place, stand 10 feet back from the roadway and wait until the bus comes to a stop before approaching.

3. Form a single line and enter the bus in an orderly manner without pushing or shoving.
4. When entering or exiting the bus, always use the handrail.
5. Once you have entered the bus, find a seat quickly.
6. Carry belongings in a backpack or book bag and if something falls under or around the bus, tell the driver. **Never** try to pick it up yourself.

While on the Bus

1. All rules for the classroom apply to the bus. No loud talking or yelling is permitted.
2. Always cooperate with the bus driver and other school officials.
3. Remain seated facing forward at all times, do not change seats, and keep feet out of the aisle. Bus seats are designed to protect you in an accident and can only do so if you are seated properly.
4. Do not be destructive. Throwing objects on or off the bus is strictly prohibited. Students and their parents may be held responsible for damage to the bus or property outside the bus, Vandalism, including writing on seats, will not be tolerated.
5. Harmful items, such as drugs, tobacco, alcohol, knives, weapons, etc. are strictly prohibited.
6. Be courteous to your bus driver and fellow passengers. Use no profane language or gestures.
7. Help keep the bus clean.
8. Keep all parts of the body inside the bus at all times.
No food or beverage of any kind is permitted. Lunches may be taken to school if kept inside a lunch box or in a backpack/book bag.
10. Only those items that can be safely held in your lap or stored under the seat will be permitted on the bus.
11. Remain absolutely quiet when the bus is approaching and stopped at railroad crossings.

When Leaving the Bus

1. Exit bus in an orderly manner.
2. If you must cross the street, walk away from the bus and forward about 12 feet until you can see the driver's face. Cross only after the driver motions for you to cross then check traffic before you cross the street.
3. Never cross behind the bus.
4. Move about 6 feet away from side of bus and stay away from the wheels.
5. Never attempt to crawl under the bus for any reason.
6. Go directly home after leaving the bus; do not return to it for any reason.

Bus Discipline

The following consequences may be used for students violating bus rules:

- Verbal warning by bus driver
- Assigned seat for a minimum of 3 days. Bus drivers have the authority to assign seats to any or all students for any length of time for any reason.
- Parent contact

Bus Incident Report submitted to the administrator in charge of bus discipline. This may mean loss of bus riding privileges for three or more days.

Second Incident Report may result in a 10-day suspension of bus privileges. Third Incident Report could result in 45 days or more suspensions.

Subsequent offenses will be dealt with more severely and may result in a permanent loss of riding privilege.

Students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of the driver, will lose their riding privileges. Possible school suspension will result from vandalism, fighting, abusive language or gestures directed toward school personnel, failure to cooperate with driver, possession and use of drugs, weapons, etc., or any other violation that affects safety of other student passengers or school personnel.

NOTE: At the discretion of the administrator, other District discipline consequences may be used instead of or in addition to denial of bus privilege.

Questions or concerns regarding the transportation of students should be directed to the Transportation Department of the Checotah School District (473-8000).

Medication/First Aid

School employees are not permitted to administer or supervise the administration of any medication unless the student's file contains the appropriate waiver form permitting such action. All administration of medication must conform to the board policies established by the Checotah School Board.

Parents of children with legitimate health need for over the counter or prescription medication at school shall deliver such medications to the principal's office in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

Self-administration of asthma medication by students will be permitted only with approval of the school nurse. Self administration of anaphylaxis for the treatment of anaphylaxis by a student will be permitted only with approval of the school nurse.

In case of sudden illness or an accident resulting in an injury while at school, the student will be cared for as well as possible. Any student ill enough to need an extended period in the restroom must check with his administrator or counselor, to notify the parents to come to the school.

In case of injury, the school will administer first aid. If the illness or injury constitutes an emergency, the student will be sent to the emergency room of the hospital. Students should complete and submit to the office, an emergency treatment card containing a home telephone number, and if necessary, a work telephone number so that a parent/guardian can be reached in the case of emergency.

The Board of Education does not assume responsibility for payment of hospital, doctor, or ambulance fees. An insurance policy covering the student for the school day is available at a minimum cost. All students are strongly encouraged to either participate in the student insurance program or have other emergency medical insurance.

Head Lice

Any student found to have head lice and/or nits (eggs) will be excluded from school until the school nurse verifies that the student has been treated and ALL NITS REMOVED. Students will be responsible for any work missed during their absence.