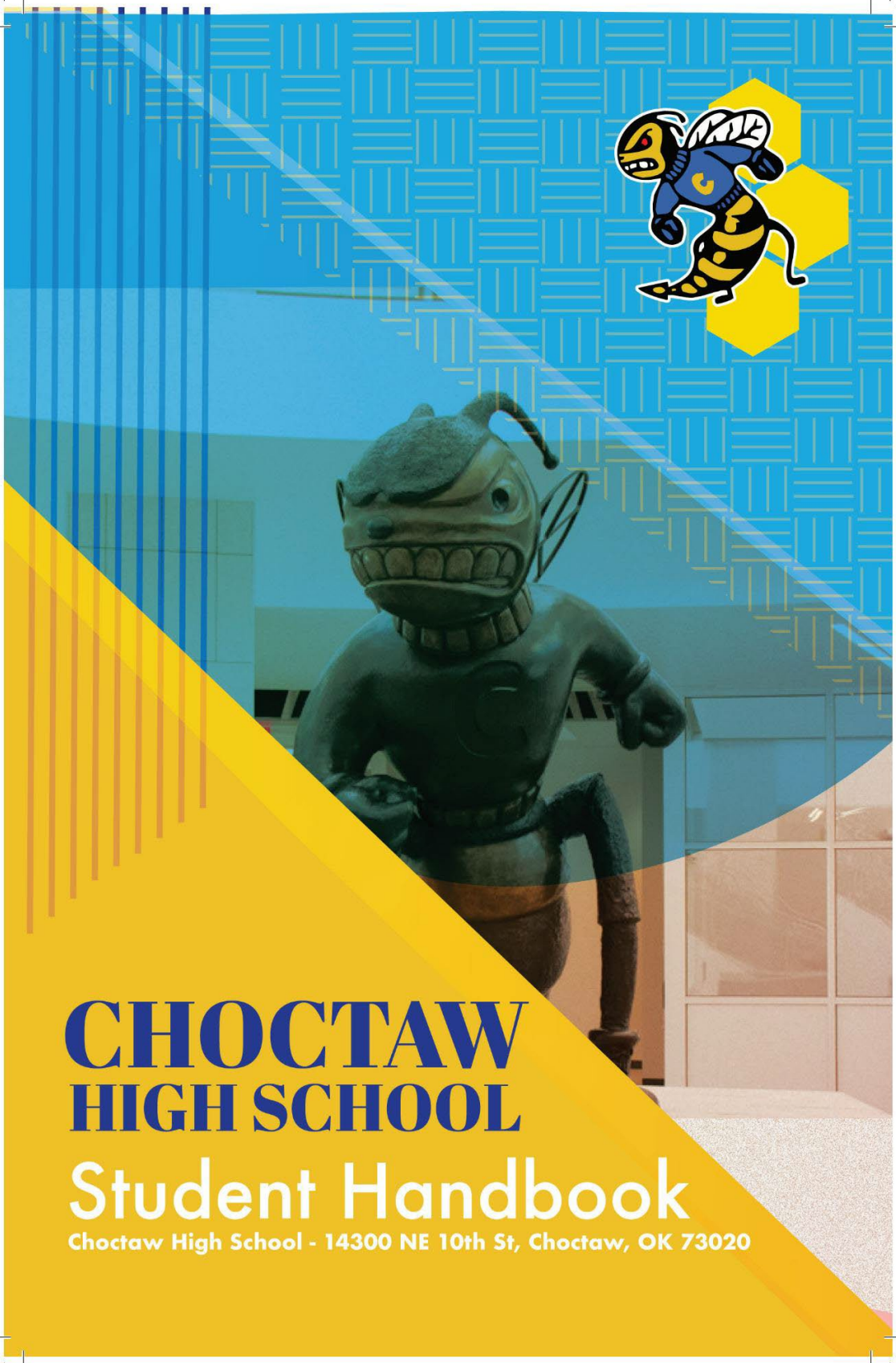


CHOCTAW HIGH SCHOOL

Student Handbook

Choctaw High School - 14300 NE 10th St, Choctaw, OK 73020


OKLAHOMA
CareerTech
OKLAHOMA'S WORKFORCE LEADER
TURN Sparks
INTO Skills
eoctech.edu
Eastern Oklahoma County Technology Center
4601 N Choctaw Rd., Choctaw, Oklahoma

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YELLOWJACKET PRIDE!



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It is the policy of the Choctaw-Nicoma Park Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in educational programs and activities. This includes, but is not limited to, admissions, educational services, financial and employment. Inquiries concerning the application of this policy may be referred to the Assistant Superintendent, Compliance Coordinator, Choctaw-Nicoma Park Public Schools, 12880 N.E.10th Street, Choctaw, Oklahoma 73020. Telephone Area Code (405) 390-5555.

Welcome to

Choctaw High School



The administration, faculty, and staff are pleased to extend to each of you a very warm welcome to Choctaw High School. It is our hope that the coming school year will be both challenging and enjoyable for you.

We have planned and published this handbook with you in mind. We hope that it will answer many of your questions and explain some of your responsibilities as a student at CHS. Read this book carefully and keep your copy as a handy reference.

Though we have tried to anticipate your questions, no handbook could contain all the information necessary. If you need additional information and further explanation of school policies, please do not hesitate to come to the school office.

We hope that you will take advantage of the opportunities in your school to get involved in both the academic and extracurricular activities. CHS has a place for you – be involved!

Student Handbook 2026-27

CHOCTAW HIGH SCHOOL ADMINISTRATIVE STAFF

Brent Ingraham
Principal

Katrina Coulson
Assistant Principal

Melissa Coulter
Assistant Principal

Scott David
Assistant Principal

Rusty Hall
Assistant Principal

Quenna Hanson
Assistant Principal

Jackie Harris
CATS Director

COUNSELING STAFF

Lee Ann Purvis
Last Names A - E

Jessica Maloney
Last Names F - K

Kati Gaddis
Last Names L -R

Leslie Bork
Director of Guidance
Last Names S - Z

CENTRAL OFFICE STAFF

David Reid
Superintendent

Dr. JeanAnn Gaona
Deputy Superintendent of Academic Affairs

Jake Freer
Assistant Superintendent of Personnel

Shanna Keiffer
Executive Director of Student Services

Dr. Debbie Worley
Executive Director of Secondary Education

Shelby Vaughn
Director of Special Education

Robert Bosse
CNP Chief of Police

Chad Allcox
CFO/COO

Julie Lee
Director of Child Nutrition

Board of Education

James Alsup, Jr.

Staci Johnson

Janice Modisette

Jason Ross

Jessica Salinas-Dengler

SCHEDULE FOR

Choctaw High School

2026-27

First Day of School .....August 18

Labor Day (no school)..... September 7

HS Parent Teacher Conferences .....September 15 & November 17

Block Tests .....October 13 & 14

Fall Break (no school) .....October 15-19

District P/T Conf. No School ..... October 30

Thanksgiving Break (no school).....November 23-27

Block Tests .....December 17 & 18

Winter Break (no school).....December 21 - Jan. 4

Second Semester Begins .....January 5

Martin Luther King Jr. Holiday (no school).....January 18

HS Parent Teacher Conferences ..... February 9

Teacher Inservice (no school)..... February 15

Block Tests .....March 4 & 5

District P/T Conf. No School .....March 12

Spring Break .....March 15-19

HS Parent Teacher Conferences .....April 13

Graduation .....May 17

Block Tests .....May 19 & 20

Last Day of School.....May 20

Alma Mater

Standing firmly on the hilltop
Clearly outlined 'neath the blue
Emblem of the best and noblest
Alma Mater true
Hail, all hail to thee, dear Choctaw
Alma Mater true

We will ever sing our praises to the
Gold and Blue
Foster mother, friend so loyal,
Honor, love, and faith we bring.
With thy spirit ever near us,
This our song shall ring.
Hail, all hail to thee, dear Choctaw
Alma Mater true
We will ever sing our praises to the
Gold and Blue



School Song

Choctaw's here, Yes, Choctaw's here
Watch our spirits rise
As you know we're on the go
To meet our friendly foe.
We will, We will win this game,
For that is our aim
CHOCTAW
On to meet our destiny
And on to Victory

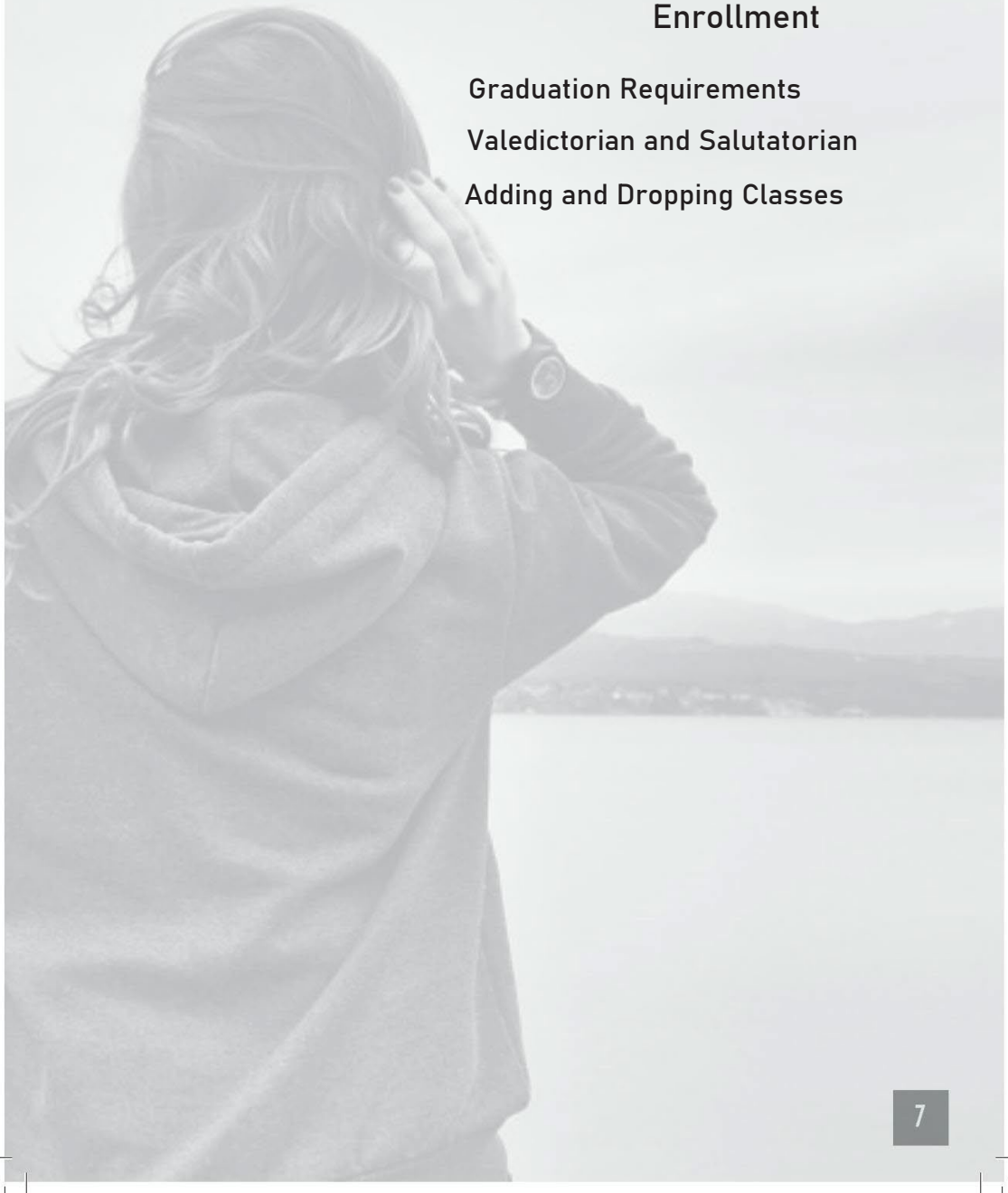
COUNSELING

Enrollment

Graduation Requirements

Valedictorian and Salutatorian

Adding and Dropping Classes



Counseling Services

Enrollment and Credit Information

The counselors can provide you with specific information on current graduation requirements, college information including scholarships and financial aid, testing services, career, vocational, academic and scholastic information. Each student receives a credit check during his/her freshman, sophomore and junior years. We encourage you to visit the counseling office whenever you have questions about your progress, credits needed for graduation, or to obtain any other information of an academic, vocational, social, or personal nature.

The Counseling Office oversees the enrollment of all qualified students. Any of the Guidance Staff can answer questions pertaining to qualifications, applicability, or exemptions of classes.

The Earned Diploma

A diploma is earned by a student who has completed all the requirements for graduation as prescribed by the State Department of Education, and the Choctaw Nicoma Park Board of Education. The CNP Board of Education views commencement exercises as a privilege; therefore, the Board will only allow seniors in good standing to attend commencement exercises. Any student who lacks any unit(s) may not participate in commencement exercises. In order to receive that year's diploma a student must not be more than 0.5 unit short and must complete all units by December of the calendar year. The student's diploma will be issued AFTER the unit(s) are satisfactorily completed.

Grades Earned Prior to 9th Grade

When students take approved high school courses such as Algebra I, Spanish I, Computer Applications I, prior to starting the 9th grade, Choctaw High School will post these grades onto the student's high school transcript to be counted toward graduation. These grades will NOT be calculated into the student's G.P.A. or rank, with the exception of the 2029 Class in Algebra 1. Algebra 1 cannot be changed to a "P". If these grades are not beneficial to the student or needed for the student to graduate, the student may request a permanent transcript changed to have each grade changed to a "P" for PASS, or they may request that these grades be completely removed from their high school transcript. To apply for such a change, the student will need to complete a Transcript Change Request Form in the counseling office.

Earned Credit Sources

The preferred method of earning units for graduation is through courses completed during regular school periods on our campus or through an approved area Technology Center course. Courses must be taken in proper sequence and a student may not work ahead for the purpose of early graduation. Units earned through summer school, or night school, etc., may count for remedial purposes only. They may NOT be used for the purpose of early graduation from day school.

Concurrent Enrollment Policy

Juniors and Seniors making satisfactory progress toward graduation may enroll in college-level classes (excluding physical education classes) at any university or college in the Oklahoma State System of Higher Education. The guidelines for concurrent enrollment are listed below.

- All students will be required to enroll in four classes per block.
- The student must have taken the ACT, Pre-ACT or have maintained a 3.0 GPA. If the student took the ACT they must have received a composite score of 19 or greater and received sub-test scores of 19 or greater in any subject area in which he/she wishes to enroll.
- The student must complete the college "Concurrent Enrollment" form with accompanying recommendations from their high school Counselor and be accepted for admission by the accredited college.
- If the student withdraws from concurrent College classes after the third week of classes at Choctaw High School, the student will notify Choctaw High School immediately. After the third week, the student will be placed in a Choctaw High School course for "No Credit" for that block.
- If a student drops out of Choctaw High School, college will be notified immediately. A student is eligible for concurrent enrollment only while enrolled at Choctaw High School.
- Courses completed at a university or college through concurrent enrollment will be placed on the student's high school transcript. Grades received for college credit will be factored into the student's cumulative grade point average (GPA). This will affect the selection criteria for Valedictorian, Salutatorian and other academic honor programs.

Dual credit courses cannot be taken during summer session. You must be enrolled by December 15th for Spring Courses and May 15th for Fall Courses to be eligible to take concurrent the following term.

Off-Campus and Virtual/Hybrid Classes

Students enrolled in an approved off-campus course or a virtual/hybrid course that requires them to leave campus during the school day must provide their own transportation. Transportation to and from school, including travel between home, the high school campus, the off-campus instructional site, or any other approved educational location, is the sole responsibility of the parent/guardian or the student if the student is legally licensed to drive.

Choctaw-Nicoma Park Public Schools does not provide transportation for students traveling to or from off-campus or virtual/hybrid courses. Students are responsible for arriving at their scheduled classes safely, on time, and prepared for instruction.

Parents/guardians are responsible for ensuring that appropriate transportation arrangements have been made. By enrolling in an off-campus or virtual/hybrid course, parents/guardians acknowledge and accept responsibility for the student's transportation and understand that the district is not responsible for the student's supervision while the student is traveling to or from campus or an approved off-campus instructional location.

Students are authorized to leave campus only during the class period(s) designated for their approved off-campus or virtual/hybrid course. Students must return to campus promptly for any remaining scheduled classes or school activities. Any unauthorized departure from campus or failure to return as scheduled may result in disciplinary action and/or the loss of off-campus privileges.

Valedictorian & Salutatorian

The valedictorian(s) and salutatorian(s) for the senior class will be named during the last quarter of the school year. According to board policy EIC-R:

1. Valedictorian is a designation for any student with a 4.0 or above on a weighted scale and no grade below a "A" on his/her high school transcript.

2. The Valedictorian of Distinction will be the Valedictorian who has completed the greatest number of the following classes: Pre-A.P. (Advanced Placement) classes, A.P. classes, All third and fourth year foreign language classes, Physics I and /or II, Human Anatomy/Physiology, Trigonometry, Pre-Calculus, and College-level classes taken at a college/university as a "concurrent" class. The Valedictorian of Distinction designation is conferred upon the valedictorian who has the highest weighted GPA. All AP classes have a weighted GPA. In concurrence with this honor the Valedictorian of Distinction will deliver the Valedictory address at graduation.

3. Valedictorian Factum is a designation for any non-ranked student with a 4.0 in their unique, academic course of study.

4. Salutatorian is a designation for any student who has a GPA higher than or equivalent to an un-weighted GPA of all "A's" and one "B" and no grade below a "B" on his/her high school transcript.

5. All valedictorians and salutatorians must have met the curricular college entrance requirements of the Oklahoma State Regents for Higher Education while attending a state accredited high school for four years.

6. Any student withdrawing from a Concurrent Enrollment class and receiving a "NC", "W", "WP", or "WF" or any other grade signifying a withdrawal will not be eligible for valedictorian or salutatorian designation.

7.In order for a student to be considered for an academic honor, the student must be RANKED student.

Student Grades

Student grades are posted through PowerSchool. A hard copy of students grades can be requested through the main office. Conferences may be arranged with teachers by emailing the teacher directly.

Adding and Dropping Classes

Adds and drops will be made only when conditions meet the currently published criteria for a schedule change.

1. If a schedule change through Choctaw High School is approved during the first five (5) class days of a block, the earned grade from the dropped class will not be reported or recorded. However, all assignments for the new class must be made up at the teacher's discretion.
2. If a schedule is made after 5 days, the student's grades will be transferred to their new class they are entering.
3. If a student drops a class after 3 weeks, the student will receive a No Credit (NC) for that class.

Schedules WILL NOT be adjusted for the following conditions:

1. Preference for a different teacher.
2. Preference for a different period or term.
3. Preference to be with friends in class.
4. Change of mind about taking the course.
5. Failure or fear of failure.
6. Preference for a different lunch period.

Schedule changes must go through your counselor or the principal.

Withdrawal from School

In order to withdraw from school, the withdrawing student's legal parent/guardian must complete and sign a parental consent form in the Counseling Office. Each school department must also sign the release form before the student can clear the school. Any department, which has issued school property to the student, must recover the item(s) or receive payment for it. All fines, fees and damages must be paid prior to being released by the department. The completed withdrawal release form must be returned to the counseling office for final processing. The school WILL NOT forward credit information to the student's new school until the student satisfies all obligations.

EDGE Students

Full-time EDGE students will be required to take both, the ACT Prep English and ACT Prep Math, during their 10th and 11th grade year. Seniors who do not complete the Spring Semester will not be ranked.

Grade Classification

Classification of students will be established at the beginning of each school year and will not change until the next enrollment year. The following criteria will be used in determining the grade classification of students:

A. Twenty-one (21) units classifies a student as a senior.
B. Thirteen (13) units classifies a student as a junior.
C. Five (5) units classifies a student as a sophomore.

Graduation Requirements for Choctaw High School

Choctaw High School students must meet the following requirements in order to receive a diploma:

29 29 total units are needed to complete graduation requirements.

*Math Requirements: All Students must complete four (4) Math credits. Juniors are required to take a math course regardless of the number of math courses completed prior to their junior year.

**Science requirements: All students must complete 3 units. For college entrance must include three units of a lab science. This includes Biology 1, Physical Science, Chemistry, Biology 2, BioMed, Physics, or Concurrent. Elective Sciences may be taken after completion of three (3) regular Sciences.

***Language Arts: All students must complete 4 units.

***Social studies: must include 1 unit of U.S. History, 1/2 unit of Oklahoma History, and 1/2 unit of Government. and any additional History. 3 units in total are required.

****Elective requirements for entrance into an Oklahoma state college or university must include two consecutive computer courses or two consecutive foreign language courses. 15 units in total are required.

*****Colleges/Universities may require different entrance requirements. It is your responsibility to meet entrance requirements to the college of your choice.

A student must be enrolled in four classes per day and eight classes per school year. There are no exceptions to this state mandated policy. Seniors must take Senior Capstone AND a Math, Science, EOC, or concurrent enrollment class their senior year.

General Information

Internet Access

Medication

Library Media Center

Hall Passes

Tutorial Procedures

CHS Policies

School Closure

Dress Code

Test Exemptions

Tardy Policy

Internet Access

Students may have access to the Internet with permission from parents. Internet permission forms are available in PowerSchool as part of the annual demographic review. Violation of the Internet Use Policy will result in forfeiture of all Internet user privileges. There is no legitimate expectation of privacy in the use of the school district's technology. Violators shall also be subject to appropriate disciplinary action.

Use of the Library Media Center

The CHS Library Media Center provides current resources for students to pursue academic challenges through a variety of sources that can be accessed through the online catalog (www.cnpdestiny.org). Internet access is available for students who have an Internet Permission Form on file that is signed by a parent. Using the internet is a privilege, and violation of the CNP District's Internet Use Policy may result in the forfeiture of privileges as well as appropriate disciplinary and legal action.

Books are checked out from the Media Center for two weeks and may be renewed for an additional two weeks. The maximum late fine charged is $7.00 per book. Students must return all items and pay any late fines or charges for lost or damaged materials before additional items can be checked out.

The Media Center is open daily from 7:20 a.m. – 3:00 p.m., including tutorial and lunch. Appropriate library behavior is expected at all times.

CHS Policies

Excessive Display of Affection: The school will insist that all couples conduct themselves in such a fashion that attention of others is not attracted to their behavior. No public display of affection should occur while on campus, at school activities, or at any other school related function. Violators will be referred to the office for disciplinary action.

Pornography: Pornography will not be tolerated on the campus, whether in the classroom, hallways, in vehicles, etc. Pornography can be defined as showing nudity, partial nudity, scantily dressed people, sexual innuendos, etc.

Hall Passes

Students are expected to be in classes during class periods. If it is necessary to leave the class, students must have a valid hall pass. This rule also applies to student office workers. Violators will be subject to disciplinary action. Students are expected to be only at the area designated by the pass.

Medication

PARENT(S) MUST BRING MEDICATION IN THE ORIGINAL CONTAINER TO THE SCHOOL OFFICE. The CNP Medication Request and Release Form, stating information about the prescribe dosage, proper storage, and correct administration of the medication, including over-the-counter medication, must be completed and on file in the school office. The CNP Medication Request and Release Form is available on the district website. All medication must be doctor-prescribed and is to be kept in each school's designated area, not with the student. Note: School personnel cannot administer medication in dosages other than recommended on the container without a doctor's note.



School Closure

In the case of inclement weather or other emergency situation which causes the high school to close, the parents and staff will be notified by our district messaging system. Depending on your preference, you will be sent a text or email or will receive a robocall. If the district mandates a virtual day, the high school will abide by the following policy:

- Teachers will use Google Classrooms for each class they teach or will use lessons provided to students ahead of time.
- All lessons will be aligned to Oklahoma Academic Standards as appropriate for their curriculum area and/or grade level.
- Teachers' "office hours" will be during their class times. During this time, students have the capability to communicate with teachers either via google classroom or email.
- Teachers may hold a Google Meet daily during any day that CNP schools are closed and designated as a Distance Learning Day. The time for these Google Meets will be determined by the individual teacher, but must take place during the time that the class is usually held.
- Clear directions and due dates will be communicated to students for assignments given during a distance learning day.
- Distance learning will not count against attendance if the student completes their online lessons in the allotted time frame set forth by their teacher. IEPs, 504s, and hardships should be considered.
- Teachers will send a list of students that did not attempt the assignment to their evaluating principal the day following the virtual day.
- If there is some circumstance that prevents a student from completing their online assignment, parents should email our attendance secretaries with the students name and reason for excusing their "absence."
- Administrators and counselors will also be available by email from 7:20-3:10.

Tutorial Procedures

(7:25 a.m. – 7:45 a.m.)

Tutorial is part of students schedules as part of instructional time. Use of this time will be determined by the teacher or the student. When a teacher assigns a student to tutorial, attendance is MANDATORY. Failure to attend tutorial will result in discipline consequences.

The following rules apply to tutorial:

1. Students wishing to see one of their teachers may do so at any point during tutorial. Every attempt should be made to advise the teacher in advance, if at all possible.
2. Students must pick up make up work during tutorial.
3. Tutorial may be utilized for meetings of clubs and organizations.
4. Teachers at his or her discretion may assign tutorials.

Cell Phone Consequences:

1st offense: Phone will be confiscated. Phone will be taken to the office and student will get it back at the end of the school day, or when you leave campus if leaving early for EOC, or other reason. No disciplinary action.

2nd offense: Phone will be confiscated. Phone will be taken to the office and student will get it back at the end of the school day, or when you leave campus if leaving early for EOC, or other reason. There will be a parent phone call and one (1) day of ISS.

3rd offense: Phone will be confiscated. Phone will be taken to the office and student will get it back at the end of the school day, or when you leave campus if leaving early for EOC, or other reason. There will be a parent phone call and three (3) days of ISS.

4th offense: Phone will be confiscated. Phone will be taken to the office and student will get it back at the end of the school day, or when you leave campus if leaving early for EOC, or other reason. There will be a parent phone call and one (1) day of OSS.

(See also: Cell Phone Policy page 31)

Off-Campus Activities

Students attending off-campus sponsored events are governed by the same rules and regulations that apply to their daily campus behavior.

Block Test Exemption Policy

A student with a "C" average and no absences would not be required to take the block test for that particular class (subject). A student with a "B" average and no more than one (1) absence would not be required to take the block test for that particular class (subject). A student with an "A" average and not more than two (2) absences would not be required to take the block test for that particular class (subject). Three (3) tardies will equal one (1) absence. *All absences count towards block test exemption with the exception of activity absences.* None of the above policy would preclude a student from taking a test if he/she so wishes. ** Block exams will be required for all EDGE courses.

Student Dress Code

Purpose The intent of these guidelines is to encourage the individual to develop pride in school, but more importantly, pride in self. Choctaw Nicoma Park Schools believe that the student should have the opportunity to be involved in deciding what he/she wears to school. The student dress code applies at school, on school vehicles, at school events, and when the student is representing Choctaw High School. The student may make daily choices within the following guidelines:

Expectations:

1. Above the chest to below the pelvic region (upper and lower torso) including buttocks, should be covered at all times.
2. Shorts, dresses, tunics, tops worn with leggings, and skirts should be a length that sufficiently covers all private parts.
3. Any school issued uniform may be worn during the school day if the uniform meets the above dress code requirements.

Prohibited on School Property:

1. Bare feet, house shoes/slippers
2. Bike or animal chains, collars or spikes
3. Apparel that is too tight, too loose, too sheer, too short or too revealing, including but not limited to: crop tops, mini-skirts, short shorts, skirts with slits, exposed or visible underwear, outer garments that look like underwear, muscle shirts, mesh/sheer shirts without a T-shirt underneath, and low-cut clothes, including attire that exposes the chest or breasts.
4. Apparel or accessories with offensive or suggestive slogans, logos, symbols, or images that pertain to immorality, vulgarity, obscenity, nudity, promotion of violence and/or gang or cult activity, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, illegal chemical substances, drug-related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors.
5. Items of clothing which depict a flag, sign, logo, etc. which are inflammatory or degrading to a particular race, creed, or culture are prohibited.
6. No Face Painting. This is for security and identification reasons.
7. No blankets.

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request ahead of time or before wearing it.

Tardy Policy

Since instructional time is very important, it is necessary that students be in class and prepared for the lesson to begin WHEN THE TARDY BELL RINGS. Tardiness not only means lost instructional time for the tardy student, it is also disruptive to the teaching and learning activities conducted in the classroom. GENERAL PROCEDURES ON TARDINESS: a warning bell will ring at 7:45 a.m. and pupils are expected to be in their classes when the last bell rings at 7:50 a.m. Even though students may be in the building, they will be considered tardy if they are not in their room when the tardy bell rings. This procedure is repeated each period of the day. Passing time is seven (7) minutes.



Be in class on time ready & willing to learn!

When a student is tardy by less than 30 minutes, it will be recorded in PowerSchool by the teacher. If a student is more than 30 minutes late for class or misses more than a 30 minute portion of a class, they will be considered absent.

1st Tardy – Warning is documented
2nd Tardy – Warning is documented
3rd Tardy – 1 Day of Lunch Detention
4th Tardy – 3 Days of Lunch Detention
5th Tardy – 1 Day of ISS

Additional tardies will result in additional days of ISS.

Failure to do the assigned consequence will result in the student being elevated to the next level of discipline. Tardies will be accumulated on a nine weeks (block) basis. At the beginning of each nine weeks (block) all students will begin at level one. It is the responsibility of both the parent and student to ensure students learn the importance of being on time.

SAFETY AND SECURITY

Registration

Driving Rules

Parking Rules

Penalties for Breaking Rules

Student ID's

Campus Restriction

All freshmen and sophomores will remain on campus for lunch. Choctaw High School has a modified Open/Closed lunch policy. Seniors and juniors may leave campus during their lunch period. Misbehavior off campus during lunch could lead to disciplinary action, including but not limited to restriction to campus for lunch. Students who remain on campus for lunch may be in the cafeteria, picnic area, or courtyard. No students should be in the area around the vehicles during the lunch period. Freshmen and sophomores will not be in the parking lot during the school day. No students shall be inside of their car during the school day. Any senior or junior who takes a freshman or sophomore off campus at lunch in their automobile will have their "Open Campus" privilege revoked. Parents of seniors and juniors who wish to have their child restricted to campus at lunch may do so by contacting the student's assistant principal. Buildings will be cleared of students at 3:15 every day.

Discipline for closed campus violations:

Freshmen/Sophomores:

In parking lot or found off campus at lunch:

Juniors/Seniors:

Taking restricted student to lunch or being repeatedly tardy to or skipping the class directly following lunch:

Students will receive ISS

Additional Days of ISS may be given on multiple offenses.

Driving/Parking/ Parking Lot Policies and Regulations

Parking Lot Restrictions

For safety purposes, all students should refrain from being in the Parking Lots except for when arriving to and departing from school.

Vehicle Registration and Parking

Each student must have his/her vehicle registered. Registration forms may be obtained in the Main office. Each student's vehicle must display a current registration sticker while on campus. A fee will be charged for each vehicle registered. Student parking is limited and is provided on a first come, first served basis, east of the main building and north of the activity center.

FRESHMEN ARE NOT ALLOWED TO DRIVE. SOPHOMORE, JUNIOR, AND SENIOR STUDENTS MUST FURNISH A VALID DRIVERS LICENSE, PROOF OF INSURANCE, AND LICENSE PLATE NUMBER TO REGISTER THEIR VEHICLES.

***Sophomores are only allowed to park in the lower parking lot, by the football field. Juniors are only allowed to park in the parking lot between the Freshman Center and JMAC. Seniors may use the main parking lot between the Main Building and Business Building.

Driving Regulations and Speed Limits:

1. In campus parking lots: 10 M.P.H. School zones; Choctaw: 25 m.p.h. Nicoma Park: 20 m.p.h.
2. Reckless driving of any kind in any school zone or parking lot is prohibited.
3. Driving on school lawns, grassed areas, or school property is prohibited.
4. No loud noises from vehicles.
5. Vehicles are not to be overloaded with passengers. One passenger per seat belt.
6. Students are not allowed at another school site during school hours without authorization.
7. No riding in the back of a pickup truck.

PLEASE FASTEN YOUR SEAT BELTS AT ALL TIMES

Parking Regulations

1. A car may occupy only one parking space. Cars parked on or across yellow lines are parked illegally.
2. Students are not to be parked in the following areas:
   teachers parking lot; fire lanes; along curbing marked in red; areas reserved for school personnel and visitors, Handicap spots with or without placards.
3. Leaving a car double parked and unattended is prohibited.
4. A car must be parked immediately upon the student's arrival.
5. Must be parked between TWO yellow lines.

Penalties for Driving and Parking Violations

1. A student's driving and parking privileges at CHS may be restricted or suspended. (see specifics in the campus restriction section)
2. A CAR MAY BE IMPOUNDED BY A LICENSED WRECKER SERVICE.
3. A city traffic citation may be written by the Police Officer on duty.
4. An administrator may assign another form of discipline.

*Accidents should be reported to the main office as soon as possible.
**The school is not responsible for student's vehicles and will not accept liability for damages or theft of any vehicle or its contents.

By entering school property, the person in charge of any vehicle consents to search of the entire vehicle and its contents with reasonable suspicion by school officials or school resource officer.

Emergency Procedures

Our school has evacuation plans for emergencies and emergency procedures for tornadoes for each building on campus. All evacuation routes, main and alternate, are posted near the door in each classroom. Tornado procedures and routes are posted near the door in each classroom. Practice drills are called periodically to acquaint the students with the actual procedures.

Felony Statement

Making a verbal or written threat, joking or not joking, about inflicting physical harm towards individuals or property, real or perceived, is considered a felony by state statutes. Any threats will be turned over to CNP Police and consequences could be given by administrators.

Safe School Environment Responsibility

Any student who overhears or has knowledge of any type of gang activity or threat to the life of another student or students shall report the incident to a trusted staff member or administrator immediately. All information will be held in the strictest confidentiality possible.

Student IDs

All students will wear their school issued lanyard and CHS student ID daily. The primary reason for issuance of identification cards to all students of Choctaw High School is for security purposes. I.D. cards will be made and issued to all new students at the start of the school year. New students who enroll after school begins will have an I.D. made for them upon enrollment.
Initial lanyard and I.D's will be given to students at the beginning of the year at no charge. Replacement cost for a lanyard is $2.00 and replacement for I.D. is $10.00.

Upon entering the building the student must wear his or her I.D. and lanyard, around their neck, at all times while at school or on the premises. Students may not alter their ID or lanyards; must be able to see name, grade, and picture at all times. If ID is altered, students will be required to purchase a new ID (see cost above). Upon request of school personnel (Principal, teacher, security officer, and school support staff) the student must present the I.D. card to the requesting person. Failure to present the I.D. card will be considered willful disobedience of the request by a school official in the performance of their duties and disciplinary action may result. Students are not allowed to switch ID's with other students. If caught wearing someone else's ID that student will be sent to ISI for three days.

Students who leave campus for lunch must show their I.D. cards at the gate in order to be allowed off campus.
In addition, there are some areas on campus that are restricted for students. Those areas will be discussed during student orientation. Students will not be permitted to leave campus for lunch with a temporary ID. If a student fails to bring their I.D. and lanyard to school, they will be required to get a temporary ID from the main attendance office for $1 or they can purchase a new I.D. at that time. Failure to adhere to the ID and lanyard policy will result in but are not limited to the following consequences:

1st offense – Warning/ $1 Temp. ID
2nd offense – 1 day LD $1 Temp. ID
3rd offense – 3 days LD $1 Temp. ID
4th offense – ISS $1 Temp. ID
Addtional offenses may result in extra ISS days

ID Sweeps – Administration can conduct ID sweeps at any time during the school day. If students are caught not wearing their ID and lanyard can be subject to immediate consequences such as but not limited to Lunch Detention, ISS or student should be fined.

Student Searches

CHS reserves the right to search lockers, backpacks, vehicles, and individuals if reasonable suspicion exists that endangers the health, welfare, and safety of the student themselves, or other students and staff at Choctaw High School.

Student Automobile Use (Regulations)

In accordance with the policy of the city of Choctaw Nicoma Park public Schools' Board of Education, the following rules and regulations shall govern student parking at the public schools:

General Regulations

1. Each Student will be provided a copy of the following that are listed in the student/parent handbook:
   *Parking and Automobile Use Policy
   *Acknowledgement: Student Parking Areas and Access Roads, and
   *Parking and Driving Regulations
2. No student will be provided parking privileges until the student and their parents/guardians have signed a statement acknowledging receipt of a copy of the Parking and Automobile Use Policy, and that they all have read and fully understand the policy. The signed statement is filed in the Assistant Principal's office. The school will provide the parking registration/ statement forms.
3. CNPS Police will supervise the parking areas to check permits and ID's of students and to help monitor unsafe or reckless operations of vehicles. They will issue citations when violations are noted.
4. A student who drives their car to school must have their car(s) registered and are required to display he parking permit and may only park their car in designated parking space/area.
5. The fee for parking will be $30 for the whole year or $15 for the second semester. The amount of the parking fee will be based on the effective date of the parking permit. Parking Permits issued prior to the beginning of the school year will be charged the full amount of parking fee as indicated above. Parking permits issued after December 31st will be charged at half of the full-year rate. The fee for a parking permit is non-refundable.

Application Procedures

In order to complete the Application process for student parking, the following information/items will be required:
* Current License Plate (Tag) number
*Valid Driver's License (NO PERMITS)
*Proof of current insurance on the car to be assigned the parking permit.
*Completed Application form
*Payment of the non-refundable parking fee
*Parent/Guardian signature on Application (REQUIRED)
* Financial obligations (library books, textbooks, etc.) must be cleared.
The student becomes eligible for a parking space/area after each of these steps have been completed.

Vehicle Rules and Regulations

All Students agree to observe the following rules. Failure to follow these rules will result in a fine and/or loss of parking privileges
* No Reckless driving on school property (Including, but not limited to obeying the 10 mph speed limit, stopping at all stop signs, and yielding to pedestrians on campus).
*No Parking in fire lanes, bus or handicapped loading zones.
* No parking in reserved areas unless authorized by an administrator.
* No parking in passing lanes or across lines marked for parking. Designated parking spot means that the vehicle must be parked between TWO yellow lines.

*No parking on sidewalks or grassed areas.
* No parking in faculty or visitor parking.
* No parking in any area other than the Approved space/area.
* The ONLY automobiles allowed in the student's areas of the school are those with permits. During the school day, all school parking areas are restricted.
*An automobile parked in a space/area other than the designated parking spaces will be subject to a fine or towing charges and the loss of parking privileges.
*Any exchange of permits (not approved by administration) may result in loss of parking privileges for all persons involved.
* No reckless or careless driving allowed on school property.
* Student agrees to lock their vehicle.
* Students are not allowed in the parking lot during the school day.
*Any unauthorized vehicle is subject to being towed away at the owner's expense.
* All state and local laws pertaining to driving apply in the school parking areas.
*Guests of students and faculty should be informed of the restricted areas and should park in the visitor parking area only. Guests MUST check in at the main office.
*Any accident or incident on school campus should be reported immediately to CNP Police and/or an assistant principals' office.
* To replace a damaged or lost parking permit, contact the assistant principals' office.
* The school is not responsible for the student's automobile or its contents
* Students who park on streets around the school may be in violation of a city ordinance.
*Student vehicles on campus are subject to search at any time.
* School Administrators reserve the right to assess fines, revoke parking privileges and/or administer other disciplinary action for violations of this policy.

Failure to Follow Parking Regulations

*School board policy is followed for parking violations. That amount is $50.00 for each parking violation received. All fines will be collected through the school's finance office.
*Towing cost of an automobile will be at the Student's expense and may result in a forfeiture of the right to park on campus for the remainder of the school year.

Improper/Reckless Driving

*All Offenses: $20.00
* Forfeiture of the privilege to park and drive on campus for the remainder of the school year may result.
All fines will be collected through the school's finance office.

Unsafe on Campus Driving

*All Offenses: $75.00

Note: A Student may lose their right to park on campus at any time for driving recklessly.

BOARD POLICY

Student Conduct Code

Disciplinary Actions

Bullying Policy

Bathroom Policy

Cell Phone Policy

Sexual Harassment

Student Searches

Bus Rider Rules



Student Conduct Code

Philosophy

Students in the Choctaw Nicoma Park School District are expected to conduct themselves in a manner that will continue to bring honor to the school and community. This code is intended as a guideline for acceptable conduct so that students may be aware of the type of behavior that is necessary for CNP schools to maintain the high reputation for which they are known. We will enforce good, commonsense discipline throughout the year. There is little need for rules and penalties if the student remembers that he/she is a citizen of the Choctaw-Nicoma Park community and everything that is done reflects on school, community and home. All discipline problems will be dealt with accordingly in the office of the vice principal or principal.

G.O.L.D. Standard Expectations

Every Choctaw High School student is expected to uphold the highest standards of honor with regard to academics, activities, and other school related pursuits. They are expected to uphold the G.O.L.D. Standard. This is an acronym that teaches students to have Gratitude, Ownership, Leadership, and Discipline. CHS students have GRATITUDE for their free education and ability to participate in campus activities. CHS students OWN their mistakes as well as their achievements. CHS students LEAD whenever possible in being a good example for other students. CHS students are DISCIPLINED in their punctuality to class, in getting their work in on time, and in following the student code of conduct.

The Role of the Teacher in Student Conduct

Pupils must remember that the teacher in charge of the class is the person with authority during that time. Individual teachers may post rules that pertain solely to their specific classroom settings. Teachers dedicate themselves to helping young people and anyone guilty of disturbing this effort is hurting the entire school.

Disrespect toward any faculty member or service personnel, by act, word or deed will NOT be tolerated.

Rules governing student conduct

Disciplinary action may be imposed when a student has substantially disrupted or interfered with the educational process, endangered the health or safety of others, or caused damage to property. The building principal, his or her administrative designee, or the superintendent of schools may suspend a student from school. Misconduct for which suspensions or other discipline action may be imposed includes, but is not limited to:

1. *Disruption of School:* A student shall not by use of violence, force or coercion, threat, or by any other means cause material disruption or obstruction of any part of school including extracurricular activities.
2. *Damage of School Property:* A student shall not cause or attempt to damage any part of school property. In addition to suspension, restitution may be required by the student and/or his/her guardian(s). In addition, should it be deemed necessary, charges may be filed with the local authorities.
3. *Assault/Assault and Battery:* No student shall commit an act or seriously threaten an act of physical violence whereby the perpetrator causes, or attempts to cause or seriously threatens to cause physical harm to another, especially to teachers, other school personnel or other students. Incidents involving initiations, hazing, intimidations, and/or related activities, which may cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

4. *Dangerous Weapons, Instruments, and Paraphernalia:* A student shall not possess, handle, transmit, or conceal any object that would be potentially dangerous to anyone else or himself while on school property or at a school activity. A weapon is an object that can be perceived by the general public as being capable of causing physical harm. A weapon can be defined as: firearm, knife, explosive, incendiary material, motorized vehicle, other device, instrument, material or substance in which the manner it is used or intended to be used compromises the safety of individual(s). Anything that resembles or mimics a weapon may result in a suspension.

   Any student, who knowingly aids, accompanies, and/or assists in the violation of this regulation shall also be deemed in violation of this regulation and shall be subject to discipline in the same manner as any student who directly violated this regulation.

5. *Narcotics, Drugs, Alcohol and Other Compounds used or designed to be used as mood and mind altering substances:* A student shall not possess, use, transmit, conceal, or be under the influence of these intoxicants while at school, at a school activity, or any event under the jurisdiction of the school. This includes but is not limited to; any illegal drug, any prescription drug not prescribed to the user, any commercially available substances that are traditionally used as intoxicants. (This includes K2 or any similar herbal or potpourri blend, bath salts, and related substances.) Any item used to facilitate the transfer of a prohibited substance to the person or substance presented as any of the afore mentioned substances are prohibited. Violation of this policy will result in a long term suspension of up to sixty days.
6. *Tobacco:* A student shall not use, possess, conceal, or transmit tobacco in any form on school property or while at a school activity. Violation of this rule constitutes a serious offense, and may result in suspension from school. This includes any form of electronic cigarettes.
7. *Criminal Behavior:* Criminal behavior is defined by law including, but not limited to, assault, battery, larceny, robbery, malicious mischief, vandalism, unlawful assembly, fighting, malicious use of the telephone, false alarms and reports, arson, forgery and gambling.
8. *Insubordination and Disrespect:* A student shall not disregard or refuse to comply with reasonable requests of school employees or the reasonable directions given by a teacher or school official.
9. *Reckless Operation of a Motor Vehicle While on School property:* A student shall not operate a motor vehicle in a reckless manner on school property during the school day or at a school activity.
10. *Profanity, Obscene Language and Gestures:* A student shall not use profanity, obscene language, or gestures at school or at a school activity.
11. *Chronic Absenteeism and/or Truancy:* A student shall attend school in compliance with the compulsory attendance laws of the State of Oklahoma and with the attendance policy as established by the Choctaw/Nicoma Park Board of Education. Truancy from school for a day or any portion of a day is not permitted.
12. *Violation of Board of Education Policies, Rules, and Regulations:* A student shall not violate established policies, rules or regulations of the Board of Education.
13. *Repeated Violations of School Rules:* A student shall not violate established policies,

rules, or regulations of the school.

14. *Cult/Gang Behavior:* It is the policy of this school district that participation in secret fraternities or sororities or in gangs or other clubs not sponsored by established agencies or organizations is prohibited. Gangs that initiate, advocate, or promote activities which threaten the safety or well- being of persons of property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a gang, presents a clear and present danger to the school environment and educational objectives of the community and is forbidden.

Cheating and Plagiarism Policy

Cheating, plagiarism, forgery, and other academic dishonesty is considered severe discipline problems and will be addressed accordingly. All violate the student conduct code at Choctaw High School. If a student is caught cheating or plagiarizing they will be subject to disciplinary consequences as seen fit by the administration, which might include but is not limited to lunch detention, ISS, or short-term suspension. In addition to consequences, the teacher could place a zero in the grade book for the assignment or give an alternate assignment (teacher's discretion). If working with AI, AI sources must be cited to avoid cheating and plagiarism.

Bullying Policy

Threatening behavior is defined as any activity, which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student or group of students in such a way as to create a climate of hostility and/or disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal or physical act. If discipline action is necessary the administration shall follow the policy under the disciplinary actions.

Disciplinary Actions

All students shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstance surrounding each infraction. The following are some examples of these circumstances:

Whether the offense is physically or mentally injurious to other people; Whether the incident is isolated or habitual behavior; and any other circumstances, which may be appropriately considered.

The student's attitude; The seriousness of the **off**ense; The e**ff**ect of the **off**ense on other students; Students who become involved in areas of problem behavior (violations of the serious misconduct code included) will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problem:

1. INFORMAL TALK: A school official will talk with the student and try to reach an agreement regarding how the student should behave.
2. CONFERENCE: A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior.
3. PARENT INVOLVEMENT: A parent or legal guardian is notified by telephone, personal contact or letter. A conference may be requested or required and may be conducted between the student, his/her legal guardian, appropriate school officials, and other individuals involved.

4. DETENTION: A student may be assigned time in detention during the lunch period in a designated area under the supervision of a faculty member.
5. WORK DETAIL: Under certain circumstances, a student may be assigned to or, with the agreement of a building administrator, be assigned by choice to serve on work detail before or after school or during the lunch period.
6. ATTENDANCE/BEHAVIOR CONTRACT: A student may be put on and held to an attendance/behavior contract at the discretion of the school administration.
7. IN SCHOOL SUSPENSION (ISS): In School Suspension (ISS) provides an alternative to some suspensions that would normally require disassociation from school. The purpose of ISS is to alter the attitudes and habits, which are detrimental to the educational process by providing an environment in which a student's behavior may be modified. Once a student is placed in ISS, he/she must complete the number of days that he/she was assigned to ISS before being readmitted to the regular classroom. Days absent during the ISS assignment do not count as days in ISS. If a student is checked out of ISS, they will be required to complete any missing hours. Any alteration of this procedure will be at the discretion of the site administration.
8. SHORT TERM SUSPENSION: Short term suspension means a suspension of ten (10) or fewer days. The student who is suspended out of school is also suspended from all related activities for the period of suspension. The student is informed that he/she is subject to a short suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of the action taken. The student may be advised of district or community alternatives. All school work will be required to be completed and ready to turn in to the teachers on the day of return to school.
9. LONG TERM SUSPENSIONS: Long-term suspension means and suspension of more than ten (10) days, but not longer than a semester. Students receiving long term suspensions will be allowed to complete their work for credit. All student work will be available on Google classroom with the exception of block tests. Whether block tests will be taken in person or online is at the teacher's discretion.

Disciplinary Action

Any student who is found to be responsible for sexual harassment will be subject to appropriate discipline. The severity of disciplinary action will be based upon the circumstances of the infraction.

Bathroom Policy

By state law, students are only allowed to use the bathroom of their birth certificate gender. Gender-neutral bathrooms are available to students needing to use a different bathroom. If you need to use the gender-neutral bathroom, please speak to your principal or counselor. Students who fail to use the correct bathroom may be subject to disciplinary action. No phones are allowed on the bathrooms. Groups of people talking, gathering, and congregating in the bathroom may result in disciplinary action. Bathrooms are not visiting areas.

Cell Phone and Electronic Devices Policy: PERSONAL ELECTRONICS

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
   a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or
   b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to:
   - Diabetic glucose monitoring
   - Asthma inhaler tracking apps
   - Other health-monitoring tools
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

"Personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, law enforcement may be contacted.

REFERENCE:

70 O.S. §1-126
70 O.S. §24-101.1, et seq.
70 O.S. §24-102

THIS POLICY REQUIRED BY LAW

See Cell Phone Consequences page 17

Choctaw Nicoma-Park School Board Policy for School Bus Riders

Conduct of Students:

School transportation is a privilege provided for the convenience and safety of the students. Undesirable conduct by the students can create a very dangerous situation. There is to be neither loud talking nor moving about while on the bus. Students are to obey requests of the driver the same as they would a teacher. On or before the first Monday after school begins, all bus riders must fill in a School Bus Rider Registration form. The form may be obtained at the school site. It is to be handed to the school bus driver. The student has registered to ride that bus route and is to ride no other route without a transfer. School bus drivers have the authority to assign seats if so desired.

SMOKING, EATING AND SOFT DRINKS ARE PROHIBITED ON THE SCHOOL BUS: no one is to put any part of his/her body out of a window or throw any object out of school bus window. Hands and feet are to be kept out of the aisles and any object carried on the bus is to be held in the students' lap or placed where the driver requests.

ENTERING THE BUS: All students are to stand back until the bus comes to a complete stop, then line up in order to enter the bus single file with no pushing and shoving. Once inside the bus, go directly to a seat and sit down. If the driver has assigned a student a seat that is the seat he is required to sit in.

DEPARTING THE BUS: All students are required to remain seated until the bus comes to a complete stop. When the bus stops, students who get off at the stop are to depart single file as quickly as possible and get away from the bus. If a student must cross the street, he/she is to quickly walk approximately ten steps in front of the bus and wait for the driver to signal when it is safe to cross.

NEVER WALK BEHIND A BUS: All students are to get off the bus at school or at their regular stop unless they have a note from a teacher or their parent. The driver will turn the note in at the transportation office.

DEFACING A SCHOOL BUS: Any student caught writing on a bus, tearing or cutting a seat, tearing off padding or defacing a bus in any manner may be suspended from riding a school bus. Parents of such students are legally liable for damages.

DISCIPLINE: For the first three offenses, the principal is to take whatever action deemed necessary to correct unacceptable conduct by a student while being transported in school transportation. For the fourth offense, the principal may suspend the student from riding the bus for the remainder of the school year. Proper notification of student, parent, driver, and transportation director is necessary.

ATTENDANCE

Notification by Parents

Unexcused Absence

Definition of Other Absences

Verified Absence

Chronic Absenteeism

Home and School Communications

Missed Assignments

Attendance

Policies and Procedures

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at CHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work). Most important is the need to attend in order to learn from both teachers and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning. High School education is a privilege; regular and consistent attendance is a condition of that privilege. Good attendance and good grades go hand in hand and are the result of efforts on the part of students, parents, teachers, and administrators. Meaningful learning activities take place each day in each class and education is both cumulative and sequential; therefore, it is imperative to attend. Students are expected to be in school each day school is in session.

Notification of an absence by parents:

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done between 7:00 a.m. and 3:00 p.m. on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, he/she will not be allowed to make up the missed work. An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence

1. If you leave campus and do not check out and receive an early dismissal slip.
2. Presenting an unacceptable verification or notes for excused absence (see excused absences).
3. Failing to have parent/guardian authorization
4. Oversleeping
5. Missed bus
6. Vacations/trips

Absences on day of activity

See OSSAA guidelines page 45.

Absences for extracurricular activity

An absence for a student who has to miss school for a Choctaw High School activity will be counted as an activity absence. This absence will not count towards administrative failure. Students should pay close attention to the state's ten-day activity absence policy. (See page 35)

Administrative discretion absences

At times a principal may excuse an absence at his discretion that are not activity or documented absences. These could include, but not limited to: college visits, working as a page, community related functions, school district related functions or other family emergencies that may arise.

College Visits

Choctaw High School seniors are given two days to visit a college of their choice, which could include residual ACT dates or enrollment. This absence does not count against the ten-day rule or administrative failure. The senior is strongly advised to clear the absence with the senior principal BEFORE they miss school. Documentation from the school visited may be required upon the students return. The administration strongly encourages the seniors to take a college visit on the day of enrollment in the spring.

Excused Absence

1. To make an absence verified, a parent must make contact by phone or in person to the main office.
2. An verified absence must be cleared within 48 hours or it becomes an unexcused absence and discipline action may occur.
3. A parent notifying the office does not make the absence a documented absence.

Documented Absence

1. A documented absence is necessary to keep the student from being an unexcused absence.
2. A documented absence can be defined as: a doctor's note, a court document, or funeral information.
3. The main office must have this Documentation. If not; the absence will count as an unexcused absence, which will count towards a No Credit.
4. The principals will make final determination as to whether or not an absence is verified or unexcused, and the acceptability of documentation.

Mandated/Attendance Policy

In order to encourage attendance in school, the following procedures and guidelines shall be used:

A student who is absent more than eight days or parts of days during a nine week period block is in violation of the school's attendance policy, and will be considered chronically absent. They will receive a "No Credit" for any classes that exceeds the limit of more than 8 days absent. You may appeal the "No Credit" through the Deputy Superintendent for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism (Policy FDC-R1).

Home and School Communications

Absence Reporting

It is the student's responsibility to tell the parent when there has been an absence. Also, it is the student who should insure that the parent knows how and when to contact the school. It is the student's responsibility to check with the parent to insure that the contact has been made and not forgotten. All absences must be cleared within 48 hours or the absence is unexcused.

Answering Machine

An answering machine, (390-8899) will be available during non-school hours, seven days a week to take your attendance message.

Guaranteeing the Call

It is advisable to have your student drop by the attendance office the following day to insure that the call was received. Calling as soon as possible will give us extra time to clear up any confusion. If you feel there are special considerations to be made regarding your calls to the school, please call the Attendance Office during working periods and discuss the matter with the secretaries. Also, if there are ever any questions regarding calls received in your name, please feel free to contact the school.

Leaving Campus/Returning To School During the Day

Students reporting to school after 8:10 a.m. and during a regular class period, must report to the main office to get an admit slip to class. THIS SLIP IS NOT AN EXCUSED TARDY OR EXCUSED ABSENCE ADMIT. The parent must still contact the school to explain the nature of the student's absence. (If the parent brings or returns the student to campus, it is preferred to have the parent accompany the student to the main office. When this is possible, all attendance questions can be cleared up immediately and will not require any further calls). Students having off campus appointments must have their parent notify the office at least one period prior to the student's dismissal. If a student has an emergency and needs to leave school during class time, he/she must report to the main office, contact a parent by phone, and let the Attendance Secretary talk to the parent before the student leaves campus. Note: if a parent cannot be contacted, the Principal or Assistant Principal must be notified before the student leaves campus. We do not feel that there are any reasons for a student having to leave campus without notifying the main office. Any student leaving campus (or the classroom) without prior approval, or administrative permission, will be issued an UNEXCUSED ABSENCE.

Missed Assignments Due to Short Term Excused Absences

It is the student's responsibility to see that all make up work is properly completed and turned in to each teacher. The general rule is that a student has the number of days missed, plus one day. To make up the work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. It is the responsibility of the student to ensure that ALL absences are cleared up within the allowed time. All absences that are not cleared by a parent are subject to disciplinary actions.

Getting Help for Missed Assignments

It is the student's responsibility to obtain the missed assignment and make arrangements for teacher assistance. The teacher's work day begins at 7:20 a.m. and ends at 3:00 p.m., which allows one, thirty-minute period during which a student can, by appointment, meet with the teacher for help. Additional off duty time often can be arranged with the teacher. However, please understand that the staff members have their own families and responsibilities to cover and the student should work out arrangements in advance. (See Tutorial Procedures)

Absences Known In Advance: In the event there is foreknowledge of the absence, as in the case of scheduled school activities, the work must be turned in either on the last day of attendance or the day the student returns.

Assignments Known in Advance

Long-term assignments such as special projects or term papers are due upon student's return. Students do not have the two days to make-up a long-term assignment as they would in regular daily assignments.

Scheduled Tests

Any examination announced during the student's presence in class or which is regularly scheduled (e.g., 9 weeks or block) which is missed by the student because of any type of absence, may be administered upon the student's return or at the teacher's discretion.

Make Up Extension Time for Extending Beyond a Grading Period

If the allowed time for make-up work extends beyond the normal reporting period or if work is returned after grades are recorded, a grade will be given based upon the actual work that has been received. After the extension time has been exhausted, all work will be graded and the final grade recalculated and recorded.

Discipline for Attendance Problems

Punishment for Unexcused Absences

Any student receiving an Unexcused Absence will be referred to the Principal's Office. On each referral, the student should expect some action to be taken to correct the student's absenteeism. It is to be understood that each student will be judged on a case-by-case basis and the administrator has the authority to assess the punishment necessary to correct the situation.

Administrative Withdrawal For Excessive Truancy

If, during the school year, a student exceeds ten (10) consecutive days of absence, whether verified or unexcused, the school must remove the student from its rolls. When this becomes necessary, the school will:

1. Contact the parent/guardian to determine their preferred disposition of the problem.
2. If the parent cannot or will not withdraw the student and cannot justify retention, the school will issue withdrawal papers.
3. The school, if necessary, will notify the District Attorney regarding the truant student.

Removal from a Sport or Activity

If a student chooses not to complete a sport prior to the season's end or is removed by a coach, that student will be placed in ISI for the remainder of that season. Once the level of play the student competed on is finished, the student will be allowed to switch to a new sport. If the student is passing the sport at the time of removal, he/she will receive a No Credit (NC) for the sport. If he/she is failing, the failing grade will be recorded.

Federal & State Regulations

OSSAA

Civil Rights

Contagious and Infectious Diseases

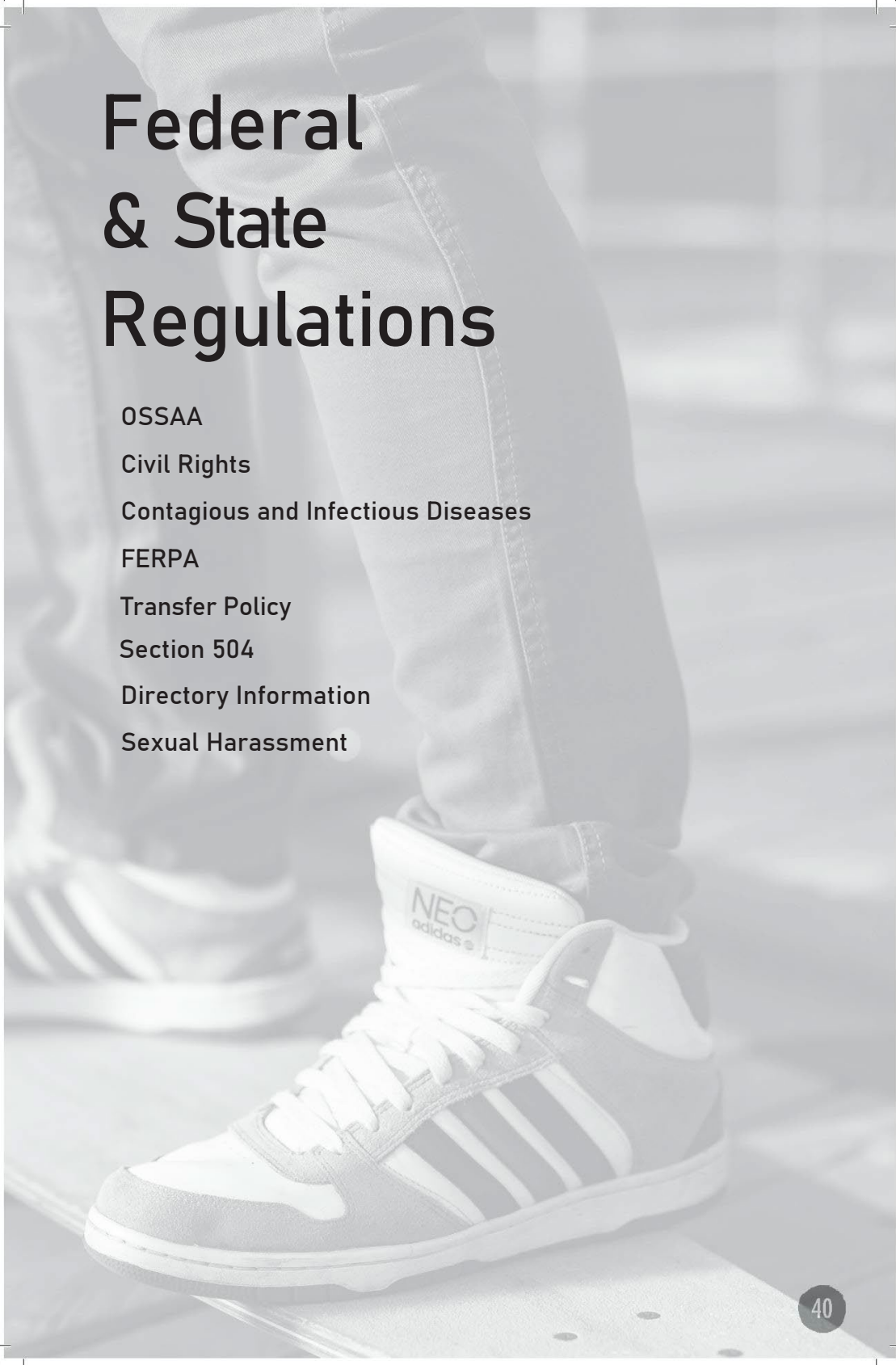
FERPA

Transfer Policy

Section 504

Directory Information

Sexual Harassment



Student Activities

Oklahoma Secondary Schools Activities Association: If a student meets the following guidelines you can be reasonably assured he/she is eligible to participate at your school:

1. Will not be 19 years of age before September 1.
2. Has not attended school more than 8 blocks since the time he/she entered the 9th grade (15 days membership counts as one block).
3. Attended your school the previous term (2 blocks).
4. Lives with natural parent(s) or legal guardian in your school district.
5. Passed six of the eight classes the previous term that the school offers for graduation credit.
6. Is currently (within the block) passing all classes (see exceptions for seniors).
7. Is currently maintaining the ninety percent (90%) attendance record.

Authority

All activities governed by the OSSAA and any outside agency or organization.

A. Everyone remembers the contest or performance is primarily to benefit the participants. No spectator behavior should detract or draw attention away from participants.
B. Everyone understands these performances are open to our community. Language and behavior of students should reflect positively on the individual's family, school, and community.
C. Everyone is a Yellowjacket Supporter while treating our visitors with respect and human dignity.

REMEMBER -- We build up our teams and we do not tear down others!

Student Extracurricular Activities Absences

A student, who is assigned to an organization whose activities are controlled by this policy, will be allowed to miss ten (10) class periods per term to attend activities as directed by the organization. Extensions to this limit will be made on a period-by-period basis subject to the following criteria:

Attendance - The student receiving the extension will meet all existing attendance policies that affect eligibility.

Discipline – The student receiving the extension will not have been given In School or Out of School suspension during the academic year.

Scholarship - Any student receiving an extension of one to five additional periods of a class beyond the first 10 periods of that class 8 up will continue to meet all Activity Association scholastic requirements for eligibility and must not have an "F" or more than one "D" as of Friday of the preceding week. Any student receiving an extension beyond 18 periods of a class during the academic year will continue to meet all Activity Association scholastic requirements for eligibility and must not have any grade below a "C" as of Friday of the preceding week.

Authorization to Apply Criteria

The School Board of Choctaw-Nicoma Park Public Schools authorizes the site Principal, as an agent of the Internal Activities review Board, to apply these restrictions to all requests for activity participation extensions. Under no circumstances are deviations from these rules to be allowed. The site Principal, in applying these rules will be acting in behalf of the School Board.

Absences on the Day of An Activity

A student must be in school the entire day of an activity if he/she is to participate in the activity. An exception may be made by the site Principal if the student has an approved appointment that prevented such attendance. It is the parent/ guardian's responsibility to contact the Principal's Office prior to the day of the absence.

Transportation To and From a School Activity

Students are not permitted to drive to or from any school activity, but must ride school provided transportation. No student may ride to or leave an activity with anyone other than his/her parent/guardian. In the event a parent/¬guardian wishes to take their son/ daughter from an activity, the parent /guardian must personally notify in writing the coach/sponsor at the time the student is taken from the activity. Under this provision, the parent/ guardian assumes full responsibility for the student.

Contagious and Infectious Diseases

Students suspected of having any communicable disease, or living with persons thus affected, shall not be permitted to remain in the public schools, unless specially authorized by the local Department of Health. In all cases, the school officials shall be governed by the orders of the local health officials or by the State Board of Health. State law requires a student to present immunization records or a certificate of exemption in order to attend school.

Physically Disabled Children

The Choctaw-Nicoma Park School district would like to ensure that all disabled children within its jurisdiction are identified, located and evaluated. If you know of child (3-21 years) who is possibly disabled and has not been identified by this school district, please contact the special services director office at 390-5486. The Choctaw-Nicoma Park Schools provide equal opportunities without regard to race, color, national origin, sex, age or qualified disability in its educational programs and activities

Family Educational Rights Privacy Act

FERPA NOTICE

The Family Educational Rights and Privacy Act gives parents certain rights with respect to their children's education records. This right transfers to the student when he or she reaches the age of 18 or attends a postsecondary school at any age. *Students to whom the rights have transferred are "eligible students."

FERPARIGHTS:

- The right to inspect and review the student's education records maintained by the school.
- The right to request that a school amend the student's education records.
- The right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under certain permitted situations.
- *FERPA and Directory Information*

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information:

1. Student's name and address.
2. Parent or lawful custodian's name and address.
3. Student's participation in officially recognized activities and sports.
4. Weight and height of members of athletic teams.
5. Dates of attendance, dates of enrollment, withdrawal, re-entry.
6. Diplomas, certificates, awards, and honors received.
7. Most recent previous educational agency or institution attended by the student.

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student.

Transfer Policy

Transfer requests are made online via the Oklahoma State Department of Education transfer portal. Per state statute, transfers may be denied if the district has exceeded its enrollment capacity, the student has a disciplinary incident, and/or the student has a history of absences.

Equal Opportunity Statement

In compliance with Title VI of the Civil Rights Act of 1964, Exec. Order 11246 as amended, Title IX of the Education Amendments of 1972, Sec. 503 & 504 of the Rehabilitation Act of 1973 and other federal laws and regulations, the Choctaw/ Nicoma Park Public School District does not discriminate on the basis of color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, and procedures, this includes but is not limited to admissions, employment, and educational services.

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

The Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color, and national origin)
Title IX Coordinator (for questions or complaints based on sex)
Age Act Coordinator (for questions or complaints based on age)
Boy Scouts Act Coordinator (for questions or complaints about equal access to Boy Scouts and other youth groups)

Contact: Jake Freer
Assistant Superintendent of Personnel
12880 NE Tenth St., Choctaw, OK 73020
(405) 390-5555

Section 504/Title II of the American with Disabilities Act Coordinator (for questions or complaints based on disability)

Contact: Shelby Vaughn
Director for Student Services
12880 NE Tenth St., Choctaw, OK 73020
(405) 390-5555

Procedural Safeguards Section 504 Parent and Guardian Rights

1. Right to file a grievance with the school district over an alleged violation of Section 504 regulations.
2. Right to have an evaluation that draws on information from a variety of sources.
3. Right to be informed of any proposed actions related to eligibility and plan for services.
4. Right to examine all relevant records.
5. Right to receive all information in the parents/guardian's native language and primary mode of communication.
6. Right to an impartial hearing if there is disagreement with the school district's proposed action.
7. Right to be represented by counsel in the impartial hearing process.
8. Right to appeal the impartial hearing officer's decision.

It is the policy of the Choctaw Nicoma Park Public Schools to provide a free and appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

OSSBA POLICY SERVICES: (Student Directory Information)

This school district may release "directory information" without the parent's prior written consent, unless the parent or student if over 18 informs the district that any or all of the following information should not be released without prior consent.
The following information is designated as "directory information":

1. Student's names, address, telephone listing, e-mail address;
2. Grade level;
3. Participation in officially recognized activities;
4. Athletic program information;
5. Attendance, dates of enrollment, withdrawal;
6. Awards and honors received.

If the parents provide no objection within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

Sexual Harassment

The Choctaw/Nicoma Park Public Schools strongly disapproves of and does not tolerate sexual harassment of any kind. District policy prohibits: unwelcome sexual advances; requests for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions, or other verbal or physical conduct of a sexual nature including lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic or physical conduct relating to an individual's sex; or any display explicit pictures, greeting cards, articles, books, magazines, photos or cartoons, which adversely affect another student.

Complaint procedure

1. If any student perceives comments, gestures, or actions from any employee or student to be offensive, the student should notify his/her principal and/or counselor.
2. The administrator will promptly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaint.

Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:
The following information is designated as "directory information":

3. One race or sex is inherently superior to another race or sex,
4. An individual, but virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
5. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
6. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex.
7. An individual's moral character is necessarily determined by his or her race or sex,
8. An individual, by virtue of his or her race or sex, bear responsibility for actions committed in the past by other members of the same race or sex, or
9. Any individual should feel discomfort, guilt, anguish or other form of psychological distress on account of his or her race or sex, or
10. Meritocracy or traits such as hard work ethic is racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses,

programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

A. Be submitted in writing, signed and dated by the complainant, including complaints submitted through election mail that include election signatures;
B. Identify the dates the alleged discriminatory act occurred;
C. Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
D. Include relevant information that would enable a public school to investigate the alleged violation; and
E. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Jake Freer as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (405) 390-5490 and via email to rsdc@cnpschools.org. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigation within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary actions by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probably cause makes a false report may be subject to disciplinary action by the school district, or by the State Board of Education.

NOTES

YELLOW JACKETS

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today!
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