CHOCTAW MIDDLE SCHOOL

Student Handbook

https://choctawmiddleschool.cnpschools.org/handbook

Home of the Yellowjackets

14667 NE 3rd St., Choctaw, OK 73020

405-390-2207

OUR MISSION

The mission of Choctaw Middle School is to enrich the academic experience of students for college, career, and citizenship.

OUR TEAMS

Each grade level is divided into two teams with the same core subject area teachers: math, English, science, and social studies. Along mwith two elective periods, the eight-period day also includes an advisory period, focused upon teambuilding and personal development, and a 9-week rotation core literacy class, focused on reading comprehension skills within each core subject area.

ATTENDANCE POLICY

Attendance in class is an integral part of a student's education. The following information pertains to the attendance policy:

- An absence is defined as any time a student misses more than fifteen (15) minutes of a class period during the school day. An excused absence is failure to attend class due to an unavoidable reason, such as illness. An unexcused absence is a day of class for which no credit will be received. A documented absence is an absence for which further confirmation has been received, for instance a note from a doctor to confirm an illness.
- If an absence is excused, it is the responsibility of the student and/or parent to make arrangements for completing missed daily work. Tests or assignments missed during an unexcused absence may not be made up. State mandated tests must be taken in all cases. For any excused absence, a student has two (2) days to make up a missed assignment or test. It is the student's/parent's responsibility to notify the teacher in regard to missed assignments or tests. If the timeline is met, there should be 100% credit; if not, zero credit. Exceptions to this practice may be allowed if there is mutual agreement between the appropriate parties.
- When a student misses' class to participate in school-sponsored activities, he/she is not counted absent. Students must be in attendance the entire day to participate in extra- curricular activities, unless prior arrangements have been made through the principal's office.
- 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 7:30 a.m. and 3:00 p.m. on the day the student misses' school. It is the duty of school personnel to 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 students to accept responsibility for their absences.

MAKE-UP WORK: To ensure that make-up work does not become a burden to the student or the teacher, a parent may contact the main office to request assignments to be collected and sent home for students who are absent for three or more consecutive days.

ASSIGNMENTS KNOW IN ADVANCE: Long-term assignments such as special projects or term papers are due upon the student's return. Any examination or test announced during the student's presence in class or which is regularly scheduled (e.g. nine weeks or semester) which is missed may be administered upon the student's return if the student has been present to receive instruction about which the test assesses.

SCHOOL-ACTIVITY ABSENCES: 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.

BADGES

Guidelines for Wearing Identification Badges:

- *Visible and Accessible:* Badges must be worn around the neck on the lanyard at all times during school hours, including while riding the school bus to and from school. Badges should be displayed above clothing. They should not be concealed or covered by jackets, backpacks, or other accessories.
- *Replacement Badges:* If a student loses their identification badge, a replacement can be obtained from the school office for a fee of $5. Please report lost badges promptly to avoid any inconvenience.
- *Respectful Use:* Identification badges should be treated with respect and not defaced or modified in any way.

Consequences for Missing Identification Badges:

- *1st Offense:* Students will print a temporary badge for the day at the cost of $1. They will call their grownup to let them know.
- *2nd Offense:* Students will print a temporary badge for the day at a cost of $1. They will call their grownup to let them know.
- *3rd Offense:* Students will be charged $5 to print a new permanent badge. They will call their grownup to let them know.

We believe that this policy will contribute to a safer and more efficient learning environment for all students. If your child has any issues with their badge, please do not hesitate to reach out to the school office for assistance.

BULLYING/ HARASSMENT

This policy is developed pursuant to the School Bullying Prevention Act, Senate Bill 992. 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 Prevention 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 in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to 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 physical acts. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. Upon receipt of a report, the site administrator will investigate the incident and take appropriate action as provided in the District Student Discipline Policy. In determining appropriate action, the site administrator will consider the following:
    a. Severity of the threat or action
    b. Frequency of the behavior
    c. Overall discipline record
    d. Age of the student
    e. Reliability of the information
    f. Circumstances of the threat or action.
3. The site administrator will notify the parents of any student disciplined under this policy.
4. The site administrator will document the incident.

If the incident results in In-School-Intervention or Out-Of-School Suspension, the site principal will file a report and send a copy to the superintendent or the superintendent's designee.

BUS RIDERS POLICY

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. It may not only cause someone to be injured inside the bus, but it could lead to a collision with another vehicle. If the driver is distracted by student behavior, any of the above could result. The conduct of a student on a school bus should be the same as is expected in the classroom, except for quietly visiting with one sitting next to him. There is to be no loud talking or moving about while on the bus. No one is to put any part of his/her body out of a window or throw any object out of the school bus window. Hands and feet are to be kept out of the aisle and any object carried on the bus is to be held in the student's lap or placed where the driver requests. Students are to obey requests of the driver the same as they would a teacher.

REGISTRATION FORM: 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. There is also a code of conduct contract that 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.

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!

SMOKING, EATING, AND SOFT DRINKS ARE PROHIBITED ON THE SCHOOL BUS.

BUS ZONE: Parents are to unload or pick up students in the first two lanes closest to the street before or after school. Buses will be unloading students at the door and we do not want any of our students getting hurt or late because of a traffic accident.

BUS PASSES: All students are to get off the bus at school or at their regular stop.

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 immediately from riding a school bus. Parents of such students are legally liable for damages.

DISCIPLINE: For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action they deem necessary. For a second offense, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for five days. For a third and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.

CAFETERIA

The following are some guidelines to help you have a clean, orderly place to come and eat your lunch:

1. Observe the rules of good etiquette in the lines, and at the tables.
2. When you have finished eating, place trash in waste baskets before leaving the lunch room.
3. Finish your lunch, including candy, ice cream, fruit, etc., before leaving the lunchroom. Food is not to be taken outside the lunch room.
4. *NO LUNCHES WILL BE CHARGED IN THE LUNCHROOM.*
5. Upon leaving the lunchroom, students should go directly to the designated area until the lunch period is over.
6. Students may be assigned seats as necessary.
7. No outside food or beverages may be brought into the school for students in the cafeteria. Students may bring their lunch but food should not be delivered to the student from outside vendors.

CHECKOUT/ EARLY DISMISSAL

A parent or legal guardian must check out students through the office. Only persons on the contact list will be permitted to check out a student. Parent or legal guardian must sign dismissal slip before student will be allowed to leave campus. For the protection of our students: phone calls will not be accepted. Photo ID required.

CHROMEBOOK USAGE

A. Chromebook Procedures and Care:
   a. Students will be responsible for the care of the Chromebook they are assigned.
   b. Students should never "swap" or "share" their Chromebook with another student.
   c. Chromebooks should be in a student's possession or secured in a classroom at all times.
   d. Chromebooks are never to be brought to gym class or lunch.
   e. Chromebooks are never to be taken outside for recess.
   f. Students should not use the Chromebook while walking.
   g. Chromebooks should only be used while they are on a flat, stable surface such as a desk or table.
   h. Chromebooks can be fragile, and if they are dropped they may break.
   i. Students should protect the Chromebook from extreme heat or cold.
   j. Chromebooks should be protected from weather, water and other liquids and foods.
   k. Students should never eat or drink while using the Chromebook, or use the Chromebook near others who are eating or drinking.
   l. Heavy objects should never be placed on the Chromebook. This includes books, musical instruments, sports equipment, etc.
   m. Chromebooks should not be placed under soft items such as pillows, chairs, cushions, blankets or clothing. This will cause the Chromebook to overheat, which will result in damage.
   n. Students should use care when plugging in the power cord.
   o. When not in use, the Chromebook should be turned to "off" or in "sleep" mode.
   p. Never put anything on the Chromebook's keyboard and close the lid. This includes earbuds.
   q. Students should leave the Chromebook identifying barcodes in place.

B. The student may not deface or destroy this property in any way. Do not add stickers, pictures, wording, etc to any part of the Chromebook or Google account. Students are expected to treat the Chromebook with care. The Chromebook should be kept clean and free of any marks at all times.

C. Students are to use the Chromebooks in accordance with all District Acceptable Use Policies, the Student Code of Conduct, as well as local, state, and federal laws.

D. Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their devices are the sole property of the Choctaw Nicoma Park School District. The district has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time for any reason. No expectations of privacy in their use of the Chromebook, including email, stored files or Internet sites visited should be assumed by the student users. Inappropriate use of the Chromebook may result in the student losing their rights and privilege to use the device.

E. Students should keep their Chromebook information secure. Students should never share their password(s) with another student. Passwords should always be kept confidential. The student may not make any attempt to add, delete, access, or modify other user accounts on the Chromebook. Any inappropriate or careless use of the Chromebook should be reported to an administrator, teacher or staff member immediately.

F. Students will become familiar with charging procedures for each classroom. Each teacher will inform their students on the charging procedures for their school site.

G. Students leaving the Choctaw Nicoma Park School District for any reason are required to return their Chromebook in good condition prior to withdrawal or graduation.

H. Consequences of Inappropriate Use:
   a. Use of any district technology is a privilege and not a right. Students are expected to use their assigned Chromebook in accordance with these Guidelines and Procedures, the District Acceptable Usage Policy and any applicable laws.
   b. Failure to use the Chromebook in an appropriate manner may result in the cancellation of student use and/or disciplinary action as determined by the staff and administration of the Choctaw Nicoma Park Schools

I. Chromebook Protection Plan:

a. The Choctaw Nicoma Park Schools is offering Parents/Guardians/Students a $25.00 non-refundable Chromebook Protection Plan renewable within 10 days of enrollment each school year.
b. The usage fee will cover a single incident of accidental damage as well as stolen devices with an official police report.
c. The usage fee does not cover malicious acts, intentional damage, or negligence. Negligence is defined as a failure to take proper care of the Chromebook including leaving the Chromebook unattended or unsecured.
d. The Chromebook Protection Plan covers the cost of the following repairs throughout a single school year:
    i. One accidental damage claim (e.g. broken screen, liquid damage, missing keys)
    ii. One device replacement if stolen. This requires filing a police report with local law enforcement.
    iii. One lost charging cord replacement.
e. While this fee is optional, the District strongly recommends that families purchase the plan. Chromebooks not covered by the Protection Plan will be subject but not limited to the following charges:
    i. Damage repair — cost to be determined by the amount of damage and cost of the parts.
    ii. Replacement AC adapter — $30 per replacement
    iii. Complete Chromebook replacement due to loss, theft or damage — current market price, approximately $300.
f. Parents/guardians/students will be responsible for the entire cost of repairs that are the result of willful/negligent damage to the Chromebook or power supply/cord.
g. If the Chromebook is lost or stolen, a parent/guardian/student should immediately report the loss or theft to the Principal's office.
h. If the Chromebook is damaged or not working properly, return it immediately to your teacher, so it may be forwarded to the District Technology staff for repair or replacement.
i. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for repair of the Chromebook.

CIVIL RIGHTS COMPLIANCE

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 for Personnel and Operations, Compliance Coordinator, Choctaw/Nicoma Park Public Schools, 12880 N.E. 10th Street, Choctaw, Oklahoma 73020. Area Code/Telephone: (405)769-9882.

CLOSED CAMPUS

No students will be allowed to leave the campus except in emergency situations authorized by the principal.

CONDUCT CODE FOR CNP SCHOOLS

Students of 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.

We shall enforce common sense discipline throughout the year. There is little need for rules and penalties if you remember that you are citizens of the Choctaw/Nicoma Park community and everything you do reflects on your school, community and home. All discipline will be dealt with accordingly in the office of the Assistant Principal or Principal.

Pupils must remember that the teacher in charge of the class is the person with authority during that time. Individual teachers may post rules, which pertain solely to their specific classroom setting. Teachers dedicate themselves to helping young people, and anyone guilty of disturbing this effort is hurting the entire school. Disrespect by act, word or deed toward faculty members or service personnel will not be tolerated. Anyone who misbehaves may be sent out of class and must get a permit from the principal's office to return to class.

Disciplinary suspensions 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/her administrative designee, or the superintendent of schools may suspend a student from school.
Misconduct for which suspensions may be imposed includes, but is not limited to:

1. *Disruption of School*: A student shall not, by use of violence, force, coercion, threat or any other means, cause material disruption of obstruction of any part of school including extra-curricular activities.
2. *Damage of School Property*: A student shall not cause or attempt damage to any part of school property. In addition to suspension, restitution may be required of the student and/or his/her guardian(s). In addition, if deemed necessary, charges may be filed with the local authorities. No skateboards on campus at any time.
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, intimidations, hazing, and/or related activities that may cause bodily danger, physical harm, or personal disgrace or degradation 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 student shall not possess, handle, or transfer anything that might be potentially dangerous or incite fear or concern. Violation(s) could result in suspension up to one calendar year.

5. *Narcotics, Drugs and Other Controlled Substances (or any substance presented as such)*: A student shall not possess, use, transmit, conceal, or be under the influence of these harmful items while on school property, while under the jurisdiction of the school, or at a school activity. Drug paraphernalia will not be brought to school or created at school.
6. *Alcoholic Beverages*: A student shall not possess, use, transmit, conceal or be under the influence of these harmful items while at a school activity. Violation of this rule constitutes a serious offense, and may possibly result in suspension from school.
7. *Tobacco*: According to State law, a student shall not use, possess, conceal, or transmit tobacco in any form on school property or while at a school activity. No vapors, vapor products or e-cigarettes or any item containing nicotine will be allowed either. Violation of this rule constitutes a serious offense, and may possibly result in suspension from school.
8. *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.
9. *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. Students will not promote anarchy or sedition through the display of related symbols.
10. *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.
11. *Profanity, Obscene Gestures and Language, Racial or Ethnic Slurs*: A student shall not use profanity, obscene language or gestures, racial or ethnic slurs at school or at a school activity.
12. *Chronic Truancy and / or Absenteeism*: 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.
13. *Violation of Board of Education Policies, Rules and Regulations:* A student shall not repeatedly violate established policies, rules or regulations of the school.
14. *Repeated Violations of School Rules:* A student shall not repeatedly violate established policies, rules or regulations of the school.
15. *Cult/Gang Behavior*: It is the policy of this school district that participation in secret fraternities or sororities, or in other clubs, or gangs not sponsored by established agencies or organizations is prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the education 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, and is subject to disciplinary action.
16. Any student caught in possession of or distributing drugs, alcohol, or prescription medication will result in an immediate 60-day suspension. Any student caught with paraphernalia or trying to pass any substance off as alcohol, drugs, or prescription medication will result in an immediate 60-day suspension. On the student's first offense a 60-day suspension can be reduced to a 30 days suspension with completion of a First Offenders Course approved by the administration. Once proof of completion has been submitted to the administration will a reduced suspension be considered. After the first offense, disciplinary action is up to the discretion of the administrative team and completing a first offenders program will not be allowed to reduce a suspension.

CONSUMPTION OF FOOD OR DRINKS OTHER THAN IN CAFETERIA

No food items, candy, or soft drinks, etc., can be consumed during classes or in the halls. No open drink containers are allowed. Vending machines may not be used during class periods or passing periods without teacher permission. No student is allowed to receive food or drink from outside the building during school hours. No outside drink/ cups/ gallon jugs are allowed. No Stanley or Yeti cups. Students may ONLY USE A CLEAR WATER BOTTLE WITH A LID THAT SEALS. Students may buy a bottle of water from the vending machines or cafeteria. We have water fountains that have bottle fillers. This is a safety issue.

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior (violations of the serious misconduct code included) will be subjected to certain disciplinary actions. Depending on the seriousness of the behavior problem, one or more of the following actions may be taken by school officials.

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. *Parental Involvement:* A parent/legal guardian is notified by telephone, personal contact or letter if a conference is requested or required and may be conducted between the student, his/her legal guardian, appropriate school officials, and other individuals involved. A student may be suspended from class pending such a meeting.
4. *Detention*: A student may be assigned time in detention either during the lunch period, after or before school, in a designated area under the supervision of a faculty member.
    a. Before-school, after-school, or lunch detentions may be assigned by teachers for infractions that do not warrant either parental contact or office referral. The following steps will be implemented if a student receives a substantial number of lunch detentions in one semester: 4 detentions: team contacts parent; 7 detentions: 1 day ISI; 14 detentions: 3 days ISI
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 a work detail before or after school or during the lunch period.

6. *Disciplinary Writing Assignment*: A student may be assigned to copy work from the student handbook, a selected text, or an appropriate writing project either as discipline for certain minor offenses or in conjunction with other discipline as deemed appropriate by the building administrator or his/her designee.
7. *Attendance and Behavior Contract*: A student will be put on an attendance and/or behavior contract at the discretion of the site administrator.
8. *In-School-Intervention*: In-School Intervention (I.S.I.) provides an alternative to some suspensions that would normally require disassociation from school. The purpose of I.S.I. is to alter the attitudes and habits that 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 I.S.I. he/she must complete the number of days that he/she was assigned to I.S.I. and complete assigned work before being readmitted to the regular classroom. Days absent during the I.S.I. assignments do not count as days in I.S.I. Any change will be at the discretion of the site administrator. The student who is assigned to I.S.I. cannot attend school activities or games until he/she has completed the I.S.I. Assignment.
9. *Short-Term Suspension:* Short-term suspension means a suspension of ten or fewer days. The student who is suspended out of school is also suspended from all related activities for the period of that suspension. The student is informed that he/she is subject to a short-term suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of action taken. The student may be advised of district or community alternatives. In special cases, as determined to be necessary by the administrator ordering suspension, a short-term suspension may be continued beyond ten calendar days pending the occurrence of some specific action (e.g. a physical or psychological examination, incarceration by court action, or action by the Board of Education regarding expulsion.)
10. *LONG-TERM SUSPENSION:* Long-term suspension is a suspension of ten (10) or more days. The student is informed that he/she is immediately suspended from school and that a recommendation for long-term suspension may be made. A long-term suspension includes the removal of a student from school, from school activities, and all related school functions. The student and his/her legal guardian will be notified of his/her rights and be explained their due process rights. The student may be advised of district or community alternatives. A long-term suspension may be up to a calendar year. Any possession of or distribution of drugs, alcohol, or prescription medication will result in an immediate 60-day suspension. The 60-day suspension can be reduced to a 30-days suspension with completion of a First Offenders Course approved by the administration. After the first offense, disciplinary action is up to the discretion of the administrative team.
11. *Suspension Process:* Students will be suspended in accordance with the law, state, and local guidelines. Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of the suspension, specification of charges and an opportunity to present his/her view of the alleged misconduct. The suspending administrator may postpone these procedures if there is a risk that harm will occur if the suspension does not take place immediately. In all cases, an administrator will notify the legal guardian by letter and, when possible, by telephone. The Board of Education will have the right of final review of the suspension action.
12. Any student caught in possession of or distributing drugs, alcohol, or prescription medication will result in an immediate 60-day suspension. Any student caught with paraphernalia or trying to pass any substance off as alcohol, drugs, or prescription medication will result in an immediate 60-day suspension. On the student's first offense a 60-day suspension can be reduced to a 30-days suspension with completion of a First Offenders Course approved by the administration. Once proof of completion has been submitted to the administration will a reduced suspension be considered. After the first offense, disciplinary action is up to the discretion of the administrative team and completing a first offenders program will not be allowed to reduce a suspension.

In the event of long term out-of-school suspension for a nonviolent offense, the student will be given the opportunity to have home-based school work assignments monitored by the parent or legal guardian. Students will earn credit for home-based assignments completed and submitted. Suspension days are unexcused.

In special cases, as determined to be necessary by the administrator ordering the suspension, a long-term suspension may be continued beyond ten calendar days pending the occurrence of some specific action (e.g., a physical or psychological examination, incarceration by court action, or action by the Board of Education regarding suspension.)

General Discipline Statement: The principal has the right to alter any of the steps above, if unusual circumstances surround the offense.

DRESS CODE

The intent of the 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 may make daily choices within the following guidelines:

1. Students must wear shoes. Cleats, house shoes, roller shoes, or shoes that limit physical activity or safety should not be worn.
2. HAIR may be worn without restriction as to style, cut or length as long as it is not a classroom disruption, and it is apparent that a generally accepted level of hygiene is met. In lab classes, hair restraints may be required for safety reasons.
3. Extreme MAKEUP is not allowed.
4. Wearing any apparel which displays or encourages the following is NOT ACCEPTABLE.
    a. The use of alcohol, drugs, or marijuana
    b. Immoral, illicit, indecent or illegal acts
    c. Profanity, racial or degrading statements
    d. Anarchy or Sedition

5. Halter tops, bare midriff tops, tank tops, backless garments, mesh shirts, muscle shirts, or outer garments that have the appearance of underwear are prohibited. The student's chest, torso, or undergarments should not show at any time including while sitting, bending, or leaning. Neck lines should be modest and appropriate.
6. Cycle shorts, shorts, and skirts which are inappropriate should not be worn. All shorts and skirts will be at least mid-thigh in length.
7. Headgear may not be worn in or around the school buildings. Examples include, but are not limited to: caps, hats, bandannas, and sunglasses. Hoods on sweatshirts or sweaters may not be worn over the head inside the building at any time.
8. Gang related clothing, colors, or paraphernalia are prohibited.
9. Jewelry or personal items or manner of dress which could cause harm to self or others. Examples of this are, but not limited to: chains that are excessively lengthy and/or heavy weight.
10. Jeans, slacks, pants, sweats, or shorts sagging at an inappropriate level will not be tolerated.
11. Shredded, tattered, or holey clothing will not be tolerated if undergarments or parts of the midriff are showing
12. Obscene or profane language or symbols or clothing that is suggestive or has double meaning is prohibited.
13. Apparel worn to school will be chosen to reflect good taste, modesty, and respect for yourself and the others in our school. Such apparel will be appropriate to the classroom situation and will not be altered or modified to accentuate or expose or be suggestive or cause undue disruption to the educational process.
14. Students are not to change clothing upon arriving at school unless it is for a school sponsored event or if they have violated dress code. Students need to wear what clothing they left their house in and not exchange/change clothing with others in school facilities.

1st offense: Verbal warning
2nd: 3 days lunch detention
3rd: 5 days lunch detention
4th: 3 days ISI

Any process requires cooperation, discrimination and tolerance among all individuals involved. Initially, the responsibility of choosing appropriate dress is that of the student. All unresolved differences will be left to the discretion of the school administrator.

Where a unique teaching environment exists, a department may extend these guidelines for the health and safety of the student. Such guidelines will be approved by the principal, posted in that classroom and apply only in that classroom.

ELECTRONIC DEVICES

Students are not to use any type of toy, game, cellphone, e-reader, earbuds, laser pointer, etc., on campus. The school will assume no liability for lost or stolen items.

Discipline Procedures:

- 1st Time: a verbal warning will be issued. The student will be asked to turn in the device to the office until the end of day.
- 2nd Time: a text or email sent to the school admin and a consequence issued. Parent contact.
- 3rd Time: Consequence issued. Parent contact.

Additional violations will result in ISI assignments as determined appropriate by school administration.

ELIGIBILITY/SECONDARY SCHOOL ACTIVITIES ASSOCIATION

Choctaw Middle School is a member of the Oklahoma Secondary Schools Activities Association and is bound to observe the rules of the Association. These rules include criteria for determining the eligibility of students to participate in various activities such as FFA, FHA, Student Council, Oklahoma Music Association, Band, Cheerleading, Athletics, and other school activities. The criteria is:

1. Student must be in attendance at least 80% of the time.
2. Student must adhere to school and team conduct policies.
3. Student must be under 16 years of age on September 1.
4. Student may not participate more than four (4) semesters in middle school.
5. Student must attend school the entire day on the day he/she participates in any activity in which he/she represents the school, except for emergency, illness or extenuating circumstances. In such cases, the principal must determine the student's eligibility.

Student Eligibility During Semester:
Scholastic eligibility for students will be checked at the end of a semester and each succeeding week after the third week of the subsequent semester.

A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, they will be ineligible to participate during the next one-week period. The eligibility periods will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Saturday).

"Passing Grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Special Education Students: Special students who are enrolled in special education classes, have an individual educational plan and have been certified by the principal as doing a quality of work may, with approval of the Board of Directors, be accepted as eligible under this rule.

GRADING SYSTEM: A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60 I: Incomplete AF: Administrative Failure (see attendance policy)

EMERGENCY EVACUATION PROCEDURES

In the event that it becomes necessary to evacuate the building, teachers will follow this procedure for drills as well as actual emergencies:

- Teachers will instruct the students as to which exit to use and the designated route for them to their assembly point.
- The teacher will be the last one out of the room to ensure that all students have left.
- Upon arriving at the designated assembly site, teachers will call roll to ensure that everyone is out of the building.
- Students will fall into rows and remain quiet until told to return to the building.
- The "all clear" signal will be one long ring. The signal to evacuate the building is *INTERMITTENT SIGNAL OF THE BELL.*

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 School district would like to insure that all handicapped children within its jurisdiction are identified, located and evaluated. If you know of a child (3-21 years of age) that is possibly handicapped and has not been identified by this school district, please contact the special services office at (405) 769-8389.

The Choctaw/Nicoma Park Schools provide equal opportunities without regard to race, color, national origin, sex, age or qualified Choctaw/Nicoma Park Public School District does not discriminate on the basis of color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices, or procedures, this includes but is not limited to admissions, employment, financial, and educational services.

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

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

EXCESSIVE DISPLAYS OF AFFECTION

Excessive displays of affection will not be tolerated in the classroom, halls, or anywhere on the school grounds, including extracurricular activities. Violators will be referred to the principal's office for disciplinary action. All discipline for incidents involving PDA will be left to the discretion of the school administrator.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

Choctaw/Nicoma Park Schools will keep records necessary to provide programs to meet a student's education needs and interests. Parents have the right to:

1. Inspect and review the student's educational records.
2. Request the amendment of the student's education records to ensure that they are accurate or do not violate the student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the ACT (Family Educational Rights Privacy Act [FERPA]) and regulation in this part authorize disclosure without consent.
4. File with the U.S. Department of Education complaint concerning alleged failures by the agency or institution to comply with the requirements of the ACT and this part.
5. Obtain a copy of the policy adopted under the ACT.

A copy of the adopted Policy and Procedures for the Family Educational Rights Privacy Act is available at the Board of Education Office and in the administration office at each school site.

The school district will notify parents of students who have a primary or home language other than English on FERPA rights.

GRADES

All grades are available on PowerSchool. Parent passwords for PowerSchool are available in the front office. Students will receive their PowerSchool login information during advisory during the first week of school. Individual conferences may be arranged with teachers, counselors, or the principals by calling the school office. With regularly-scheduled parent/teacher conferences, appointments are scheduled by calling the school office.

GUIDANCE SERVICES

The counseling office is open to all students who wish to talk with a counselor about any area of concern. It is the main function of each counselor to help students deal with problems, frustrations, or situations that they encounter. Guidance offices are located in the main office.

State-mandated testing will be administered in the spring. Parents or students are encouraged to call or visit the counselor's office should they have any questions regarding the testing results.

Diagnostic evaluations are administered upon teacher or parent request. Information from the evaluation is discussed with parents in order to make the best education decisions for that student.

HALL PASSES

Digital hall passes shall be used to send students from the classroom on errands to the media center, principal's office, nurse's office, restroom etc. Students should check in using the digital system upon arrival at their destination.

RESTROOM PASSES

The digital hall pass system shall be used for restroom passes. Bathrooms are not meant as areas of congregation. Students will be asked to leave once the restroom has been used. If they continue to congregate in the restroom then disciplinary procedures can be issued. Restrooms and locker rooms are private areas. No cell phone use will be allowed.

INTERNET ACCESS

Students may have access to the Internet with permission from parents. Internet permission forms are available in the Library media center. 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.

LOCKERS

Lockers are available for student use upon request. The school will not be liable for items taken out of the lockers. Any damage to the locker will be paid for by the student(s) to whom the locker is assigned. Money and valuable items should be brought to the office for safe storage.

MEDIA CENTER USE

The library is a central part of our school where students come to read, research, study, and create. To ensure it remains a productive and welcoming space for all, the following guidelines must be followed:

1. No food, gum, or drinks are allowed in the library or Makerspace at any time.
2. Appropriate behavior is expected. Students must remain seated unless using designated areas (such as the Makerspace) and should work quietly and respectfully.
3. Students must have a clear purpose for visiting the library. Approved activities include checking out books, reading, taking AR quizzes, studying, using library computers, or participating in Makerspace activities.
4. Students are responsible for the care of all materials. Lost or damaged items—including books, tools, and technology—must be paid for.
5. Books must be returned promptly. The loan period is ten school days, and students may check out up to two books at a time.
6. A hall pass is required for individual visits during class time. Students must check in with the library staff upon arrival.
7. Library staff are to be treated with respect, just like classroom teachers. Directions from the media specialist and library assistant must be followed.
8. Book bags and gym bags are not allowed inside the library or Makerspace.
9. Makerspace materials must be used properly. Students are expected to clean up after themselves, share resources, and follow all safety instructions in order to not lose the privilege of the Makerspace.
10. All students are encouraged to participate in library and Makerspace opportunities that promote reading, critical thinking, creativity, and collaboration as long as the time slots, space, and materials are respected. The Makerspace is a privilege, not a right.

MEDICATION & PRESCRIPTION DRUGS

PARENT(S) MUST BRING MEDICATION IN THE ORIGINAL CONTAINER TO THE SCHOOL OFFICE. The CNP Medication Request and Release Form, stating information about the prescribed 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.

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 on 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 parent's/guardian's native language and primary mode of communication.
6. Right to periodic re-evaluations and an evaluation before any significant change in program or service modifications.
7. Right to an impartial hearing if there is disagreement with the school district's proposed action.
8. Right to be represented by counsel in the impartial hearing process.
9. 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 handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation act of 1973 are identified, evaluated and provided with appropriate educational services.

SALES/FUNDRAISER

Students are not allowed to sell anything at school or school-sponsored activities unless approved in advance by site principal.

SCHEDULE CHANGE PROCEDURE

Schedule changes can be requested through the counselor's office but are strongly discouraged and seldom approved.

SCHOOL DANCES

A student who is in ISI, who is suspended, and/or who is absent on the day of the dance will not be allowed to attend the dance. Students may also lose the privilege of attending a dance as a consequence for poor behavior at school in the days prior to a dance. All unresolved issues will be left up to the discretion of the administrators.

SEXUAL HARASSMENT

The Choctaw/Nicoma Park School District 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); 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 of sexually 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.

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.

STUDENT PRIVACY RIGHTS

A change in the State Law (Section 24-102 of Title 70) requires local schools to inform their students in the discipline policies that the student can expect no privacy concerning school lockers, desks, or other school property. Pupils shall not have any reasonable expectation of privacy towards 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.

STUDENT VEHICLES & DRIVING

No Choctaw Middle School student may drive a car or motorcycle to school or park a car or motorcycle on campus.

TARDY POLICY

A tardy is defined as the student not being in the assigned work area when the tardy bell rings. It is the responsibility of the student to get to school and class on time. The district provides transportation to and from school. Should a student and his/her parents choose to provide their own transportation, it is incumbent on them to arrive on time. Tardies will not be excused. Teachers will use a tardy referral in class to track student tardies. When students arrive after 8:00 AM a parent must accompany the student to the office to admit the student.

Tardy Referral Consequences:
1st – Warning;
2nd - 3 days of Lunch Detention;
3rd – 5 days of Lunch Detention;
4th – 1 day of ISI;
5th – 3 days of ISI

TELEPHONE USE

The office telephones are for school business. You are not to ask to use the phone to plan your personal business. We realize sometimes school events may change starting times or be canceled altogether, or students may need a ride home after a late night event. In these instances, students will be allowed to use the school phones to contact their parents and relay the information.

TEXTBOOKS

Textbooks are property of the State of Oklahoma. Take good care of them by:

1. Let your teacher know immediately when you receive a book if it has ink blots, pages missing or torn so that you won't be held responsible.
2. Repair tears in your own books. The books will last much longer.
3. Make no marks in books.
4. You must pay for any book you lose or damage.
5. You are responsible for any and all books checked out to you regardless of what happens to the book.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school, the withdrawing student's legal parent/guardian must complete and sign a parental consent form from the counseling office secretary. Each teacher must also sign the release form before the student can clear the school. All fines, fees, and damages must be paid prior to being released by the school. All school property must be returned to the issuing teacher/sponsor/coach. The completed withdrawal release form must be returned to the counseling office secretary for final processing.

The school WILL NOT forward credit information to the student's new school until the student satisfies all obligations.

VISITORS

No friends or relatives will be allowed to visit during normal school hours. Parents may have lunch with their child in the office conference room. We invite parents or others who have business here to come by the office and we will help them in any way possible. We welcome and encourage parents to participate in the education of their children.

ADMINISTRATION

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