

Checotah High School



Student Handbook

2026-2027

Checotah High School
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Checotah, OK 74426

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Website:

<http://www.checotah.k12.ok.us>

Apptegy App Download Link:

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"Checotah Schools"



CHS 2026-2027

STUDENT HANDBOOK

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Jason Dowdy

Counselors
Regan Foreman
Janie Underhill

Special Education Directors
Janie Underhill
Catherine Ross

Federal Programs
Heather Ambrose

Checotah High School
2026 - 2027 Schedule

(Includes a 30 minute WIN period between 2nd and 3rd hour)

7:55	first bell
8:00 - 8:47	1st hour
8:47 - 8:52	passing
8:52 - 9:39	2nd hour
9:39 - 9:44	passing
9:44 - 10:14	WIN
10:14 - 10:19	passing
10:19 - 11:06	3rd hour
First lunch	11:06 - 11:36 with passing 11:36 - 11:41
4th hour	11:41 - 12:28
4th hour	11:11 - 11:58 with passing 11:06 - 11:11
Second Lunch	11:58 - 12:28
12:28 - 12:33	passing
12:33 - 1:20	5th hour
1:20 - 1:25	passing
1:25 - 2:12	6th hour
2:12 - 2:17	passing
2:17 - 3:04	7th hour

VISION STATEMENT:

*Challenging
All
To
Succeed*

WILDCAT PEP

**Checotah High, Checotah
High
Checotah you're the
school for me
Our voice we raise in song
of praise –
To you we pledge our
loyalty,
Oh Blue and White, Oh
White and Blue,
We love your colors – bold
and true.
Our whole life through,
We'll sing our praise to
you,
Checotah ----- You're OK.**

PRIDE

SHOW PRIDE IN YOURSELF AND YOUR SCHOOL!

PRIDE is a tradition at Checotah High School. We are proud of our students, our faculty and our facilities. We are proud of what goes on in the classroom and what goes on outside the classroom in our activities.

As a student at Checotah High School, you become a part of this tradition and are expected to do only those things that will bring credit to you and your school.

Be proud of your school and do your part in keeping the campus clean and the building in excellent condition. YOU are expected to respect all school property at all times.

**SCHOOL COLORS
BLUE AND WHITE**

**SCHOOL MASCOT
WILDCAT**



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ADMISSIONS AND WITHDRAWALS

**Standards of Accreditation
State of Oklahoma 2021
210:35-25-2.**

Admissions:

The local board of education shall develop local policies, procedures and requirements for the entrance and progression of students through the educational programs of the local school system. The local board of education shall also determine the local graduation requirements for students which may exceed those of the State Board of Education. Local board of education policies and procedures shall provide, as a minimum, the following provisions:

- (1) All children between the ages of 5 and 21 on or before September 1 shall be entitled to attend the school free of charge in the district in which they reside or are legally transferred. Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum.
- (2) Students entering an accredited school from a school not accredited by the State Board of Education shall be tested for placement. All student placement assessments shall be administered by the receiving accredited school and the results shall be kept on file for one year.
- (3) A student entering an accredited school in Oklahoma who previously attended a different accredited school in Oklahoma shall receive credit in the receiving school for courses completed at the previous school. Completion of a course that satisfied a specific graduation requirement in the previous school district or State-accredited private school shall apply toward the same requirement in the subsequent school district or State-accredited private school.
- (4) A student entering an accredited school in Oklahoma who previously attended an accredited or similarly qualified school outside Oklahoma shall receive credit for courses completed at any previous schools that are correlated with the academic content of courses required for graduation in Oklahoma. Credit for a course shall only be transcribed as elective credit if there is no correlation between the academic content of the course and a course required for graduation in Oklahoma.
- (5) Students demonstrating competency in a curriculum subject shall receive credit. Credit can also be given for the successful completion of a Carnegie Unit. A Carnegie Unit is defined as a course that meets 40 minutes a day, five days per week for at least 36 weeks, or the equivalent of 120 clock hours within the school year, or the equivalent in block scheduling. Educational options such as correspondence courses, independent study and certain internet instruction will also be considered appropriate methods for earning credit. However, correspondence, independent study courses and internet instruction shall not be included within the minimum 38 required units of credit offered at a comprehensive high school.

(6) A student must demonstrate competency in or successfully complete at least 21 units of credit which must include the state-mandated curriculum and meet all other state and local mandates to be eligible for graduation. Beginning in the 2002-2003 school year a student must successfully complete 23 units of credit for the standard diploma.

Senior students who have moved from out of state or from another school in Oklahoma and have become legal residents of a local school district may complete the number of graduation units required from the previous school.

Withdrawal:

A student who moves or otherwise must withdraw from school will secure a withdrawal from his/her counselor. No student will be allowed to withdraw without consent of his/her parent or guardian. All school property must be returned before final clearance will be approved.

Effective July 1, 1996

HB 2692 requires school district attendance officers to notify the Department of Public Safety when a child under 18 drops out of school or who is dropped from school rolls due to non-attendance.

This bill also requires the Department of Public Safety to deny a driver's license to any person under age 18 who is not attending school or has not completed high school. A person under 18 may receive a license if he or she is working 24 hours a week or more and shows proper verification.

A student who is absent from the classroom without excuse ten consecutive days will be recorded as absence each day. On day eleven, the pupil will be dropped from the rolls.

CHECOTAH HIGH SCHOOL/MIDDLE SCHOOL GUIDELINES FOR DISTANCE/VIRTUAL LEARNING 2026 - 2027

It is not the recommendation of the Checotah administration that distance or virtual learning is the best choice for educating students. However, in the current climate we recognize that some families desire to utilize these options as a means to provide an educational program for their child. These options are provided with the understanding that the parent/guardian will assume the responsibilities of ensuring students meet the academic, behavioral, and attendance requirements of each of these programs to guarantee their child is attending school and achieving the learning goals as required.

Distance learning is the learning environment where a student attends hourly courses each day through Google Meets at the **assigned time and turns in assignments** through Google Classroom or email.

Virtual learning is the learning environment in which a student is enrolled in Checotah's virtual learning school. Student is assigned courses through the online platform, Imagine Edgenuity and receives instruction by video and class assignments/assessments are completed on the platform. Virtual students will be required to complete a **minimum** of 5 hours of online active learning per day **and** must stay "on track" with each course as defined by the Edgenuity program. Progress is monitored by a Checotah certified staff member.

-Parents must contact the school by August 5, 2026 to enroll in the virtual program. Failure to contact the school by the deadline will result in being placed as a traditional student. There is a limit to how many students the virtual program will enroll, enrollment is based on first come basis and students must have a qualifying condition as determined by the virtual program committee.

-Students who enroll as virtual students will be required to stay enrolled as a virtual students until the end of the semester. Traditional students may not switch to distance or virtual during the semester.

-Students may be placed on distance learning by school administration due to discipline actions, or a documented emergency that is pre-approved by administration.

-Virtual student may not enroll in classes that require physical presence in the classroom. (Examples of classes that require physical presence: vocal music, band, athletics, power tech, computer classes with hardware requirements that are only available on campus, lab-based science classes, Career Tech classes, etc.)

-Distance and virtual students must be present at school on days of state and national testing. Student will be contacted by email and must respond within 24 hours stating they will be present on the dates assigned for testing.

-Student placed on distance learning will not be allowed to participate in school activities or events and may not attend school events while on distance learning.

-Distance and virtual students must check and read their school email messages at least 2-3 times per school day and respond to emails when requested in a timely manner.

-Parents/guardians of distance/virtual students are expected to check students' grades, progress, and attendance weekly. It is the parent's responsibility to ensure students complete assignments, attend class, and conduct themselves appropriately if they choose to allow their student to be a distance or virtual student.

-Students will only be allowed to participate as a virtual learner if the student has to have met and maintain the following:

- Must maintain a 70% or above in all classes
- Must be in attendance 90% of the time. (5 hours per school day for virtual students and no more than one absence every 10 days)

-Distance students must log in to Google Meets **every** class period and stay in attendance for the entirety of the class instruction. Distance learning students must complete and turn in assignments on time and as directed by the teacher. Virtual students must log 5 "active" hours on the Edgenuity session log every school day **and** maintain "on track" status in all classes.

-Distance Learning Students must be sitting at a desk or table, students face shall be seen at all times, when asked questions student must reply, dress-code shall be met.

-Internet loss will not be an excused absence; it will be recorded as an unexcused absence. It is the parent's responsibility to ensure that internet access is available to the student each school day.

CHECOTAH HIGH SCHOOL ATTENDANCE POLICY

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance and to schedule non-academic activities during times which will not conflict with classroom instruction. Students are expected to be in classes on time each day of the school year.

I. POLICY/PROCEDURES

A. Parents/Guardians are responsible for notifying the school's attendance office regarding the reason for the absence. This notification may be communicated by phone or written notice dated and signed by the parent/guardian.

B. Any absence without notification from a parent/guardian will be considered unexcused. Notifications from parents/guardians should be made the day of the absence or the day the student returns to school. Verification from doctors should be brought to the attendance office the day the student returns to school from being ill. **The attendance office will accept verification of illness no more than FIVE school days after the student returns to school. (Verification of illness should be on a doctor's letterhead.)**

C. **Absences due to approved school activities or administration absences will NOT be counted toward the maximum number of absences a student may accumulate each semester before failing classes.**

D. **Absences verified by approved doctor's verification WILL BE counted toward the maximum number of absences a student may accumulate each semester before failing classes unless they follow the procedure below:**

Any student who misses school due to a doctor's excused note may have the absence changed to a digital learning present by meeting with their teachers, receiving the information and instruction they missed and turning in the assignments or making up the activities they missed in class. Once the instruction and activities are given to the student and the student makes up all work, the teacher will sign a form, and the student will turn in the form once all teachers have signed off on the work. The form must be completed and turned in by the 5th day following the student's return to school.

E. The school has the responsibility to refer chronic attendance problems to the appropriate juvenile authorities.

F. Attendance for students on Distance Learning is measured by students completing the assignments by the due dates, participating in online meetings, and responding to prompts provided through Google Classroom during the appropriate time assigned by the class. A student assigned to Distance Learning will be truant if they do not participate or complete

assignments, unless the parent/guardian contacts the school concerning the absence. Any day on which the student does not meet participation criteria will be counted as an absence.

After **five absences** Juvenile Services can be notified.

Section 10-106 of Title 70 of the Oklahoma Statute requires that the school officials keep attendance records and report excessive absences to district attorney's office for filing of misdemeanor charges.

Section 10-105 of Title 70 provides that a parent may be charged with misdemeanor offense of **REFUSING AND NEGLECTING TO CAUSE A CHILD UNDER THE AGE OF EIGHTEEN (18) TO ATTEND SCHOOL** if

1. A child is absent without valid excuse four (4) or more days or parts of days within a 4 week period
2. If a child is absent without valid excuse for ten (10) or more or parts of days within a semester.

A parent or guardian may be fined up to \$100.00 per count for each unexcused absence of their child upon conviction of this offense. School officials will report if your child has missed either **four (4) days or parts of days without valid reason within a 4 week period, or ten (10) or more days or parts of days without a valid reason within a semester.**

II. TRUANCY: includes but is not limited to the following:

1. Not being present for all or any part of a school day without previous knowledge or consent of a parent or guardian.
2. Leaving the campus during any part of a school day without receiving a written Permit-to-Leave slip from administrative personnel in advance of the departure time.
3. Failing to return to designated area (i.e. classroom, counselors/administrator's office, library, gymnasium, etc).
4. Failing to attend assigned classes or school sponsored activities whether the offending student is on the school campus.

Truancy Consequences:

Students who are truant may face the following consequences:

1. After School Detention 3:10 - 4:10 (1st offense for on campus)
2. Saturday School (1st offense for off campus/2nd offense for on campus) + Truancy Citation
3. Intervention + Truancy Citation
4. Change of Placement + OJA Referral
5. Juvenile Services may be contacted.

III. EARLY DISMISSAL:

If a student must leave during the school day he/she must use the following procedure:

1. Parent call or send note to the attendance office.
2. Come to the office before school, between classes, or during lunch time to get an early dismissal slip.
3. Show the teacher your signed dismissal slip before you are excused.
4. Sign out in the Attendance office before leaving campus.
5. **Students may not leave CHS Campus during lunch (11:00 - 12:30) unless physically accompanied by parent or legal guardian.**

STUDENTS WILL NOT BE ALLOWED TO SIGN OUT WITHOUT PARENTAL CONSENT.

+ **Any absence from class other than approved school activities, and administrative absences, will count toward the maximum eight (8) days per semester.**

+ Absences accumulated at another school during the semester will be counted toward the eight (8) days.

+ If a student misses nine (9) or more days during a semester, the student will receive a failing grade for a class unless the appeals committee approves absences. If a parent or guardian chooses to appeal a student's attendance record, they must have all documentation for absences present at the appeals meeting.

+ Each student will only be granted one attendance appeal through their 4 years of high school.

+ The State of Oklahoma provides a Medical Exemption process, student must be absent at least 10% of the time that school is in session, the absences must constitute a "significant medical condition" meaning severe, chronic, or life threatening physical or mental illness injury, disease, or emotional trauma and committee will determine after reviewing **documentation from medical professionals** if the student's condition meets the criteria for the Medical Exemption policy adopted by Checotah Public Schools.

IV. LATE ARRIVALS:

A student reporting to school after the first bell must use the following procedure:

1. His/her parent must come in or call before he/she arrives.
2. He/she **must sign** in at the proper attendance counter and obtain the proper form for admission to class. **(Students signing in later than 8:10 will be counted absent)**
3. He/she must NOT go to class without signing IN.

V. TARDY POLICY

Being tardy to class is a disruption of the normal operation of school and must be taken seriously.

A student is tardy if not in the classroom when the tardy bell rings. A student must be present in class a minimum of 40 minutes of a 47-minute period to be considered present. All tardies accumulate for each semester in each class.

Students will sign a classroom tardy sheet for documentation when they enter the classroom late.

Minimum number of tardies before office referral per semester is FOUR.

Teacher action required in at least one of these areas and one of the actions must include communication with a parent or guardian before office referral:

1. Phone call or mail/email referral to parent.
2. Noon restriction (maximum of 1 week). Monitored by teacher
3. Written assignment which includes confession statement (approximately 15 minutes in length).
4. Tutoring before or after school with the teacher.
5. School service to the teacher's room (example; clean boards, desks, etc.)

Teachers may assign disciplinary action beginning with the second tardy for their respective class.

The administrator may count the tardies as cumulative in all classes. Administrative disciplinary action is determined at the discretion of the administrator and may include any alternative available.



Discipline Actions for Tardy Offenses

- 1st tardy, address student
- 2nd tardy, address student. **This is the final warning, the teacher will do one of the actions above.**
- 3rd tardy, **teacher will assign student after/before school detention.**
- 4th tardy, **office referral, 2 days after/before school detention.**
- 5th tardy, **office referral, Saturday School**
- 6th tardy and beyond will include **additional Saturday School assignment, Intervention, or Change of Placement.**

Students asking to leave class during class time will be limited to two breaks per semester (bathroom, office, library, etc)

VII. EXCUSED ABSENCES

Excused absences result when a student misses one or more classes during a school day with the knowledge or permission of parent/guardian or school authorities.

Examples of excused absences:

- Personal illness or serious illness in the immediate family.
- Doctor or dental appointments (every effort should be made to arrange the appointment outside of school hours).
- Deaths or funerals.
- School activities.
- Absence of an emergency nature deemed unavoidable by the school principal.

Students are encouraged to make up any work missed due to an absence. The student is responsible for obtaining, completing, and returning to the teacher the assignments missed during the absence. In general, students will be granted one school day for each school day missed due to an absence.

Examples of unexcused absences:

- Oversleeping.
- Missing the bus.
- Car trouble/Flat tire
- Leaving campus without the consent of a parent/guardian and school representative.
- Weather (unless the building principal declares an emergency).

Students may not be given credit for work made up during an unexcused absence.

A student **MUST** be in attendance ninety percent (90%) of the same semester in order to meet the minimum requirements to pass a class. This means student must not have more than 8 absences per semester (includes excused, unexcused, and doctor/court absences)

VI. ATTENDANCE EXPECTATIONS/NOTIFICATIONS

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

The school will attempt to notify parents about unexcused absences of the semester. A conference may be held to discuss the nature of any unexcused absences as well as the possible consequences to the student's grade. Parents may request a conference through the school's administration and should be requested within five (5) school days of the absence in question. Parents are encouraged to review a student's attendance record which is available on the online gradebook and meet with school officials regarding the attendance records of their student at any time during the year.

VII. CLOSED CAMPUS POLICY

Checotah High School is a closed campus, and students are required to remain on campus after arriving whether by bus or car unless excused by an administrator. Cars are off limits to students upon arrival to school **students are to immediately enter the high school**. Students should not be in the parking lot or at their car for any reason other than the reason listed below:

1. **STUDENTS ARRIVING LATE TO SCHOOL**
Students who are more than 10 minutes late will report directly to the attendance office to check in. They will receive an admit and proceed to class.
2. **STUDENTS WITH AN EARLY DISMISSAL**
These students must have "Permit-to-Leave" pass signed by an administrator. Students leaving more than 10 minutes early will be counted absent for the full period.
3. **STUDENTS LEAVING CAMPUS AS A RESULT OF CONCURRENT ENROLLMENT.**
These students must have an off-campus work permit in their possession.
4. **STUDENTS LEAVING CAMPUS FOR OTHER ATHLETIC FACILITIES AND/OR TO ATTEND INDIAN CAPITOL CAREER TECH.**
5. **STUDENTS MAY NOT LEAVE CAMPUS DURING LUNCH UNLESS PERSONALLY CHECKED OUT BY PARENT/GUARDIAN (11:00—12:30)**



Checotah High School

Corrective Consequences Flowchart

Decide whether the student's behavior is minor or major behavior.

Minor Behavior

- Disruption
- Inappropriate Language/Gestures
- Inappropriate Location in Classroom
- Non-Functioning (2 Zeros in 2 weeks=Detention)
- Low-Intensity Disrespect/Defiance/Disobedience
- Physical Contact/Mild Aggression
- Property Misuse
- Technology Violation
- Dress Code
- Tardies (1st-3rd Offense)

Classroom Management Steps

Step 1: Redirection, Increased Support, and Praise Others
 Redirect the student and remind them of the expected behavior
 Increase Proximity to the student and active supervision
 Consider whether the student needs extra support for the assigned task
 Acknowledge other students' positive behaviors

If behavior continues, proceed to Step 2. If students demonstrates expected behavior, acknowledge with behavior-specific praise.

Step 2: Warning
 Give verbal warning by stating the behavior that needs to stop and the Consequence that will occur if it continues

If behavior continues, proceed to Step 3. If students demonstrates expected behavior, acknowledge with behavior-specific praise.

Step 3: Staff Delivers Consequence

Administer consequence to student

Potential consequences include:

- Conference with Student, Brainstorm Alternative Behavior
- Contact Parent/Guardian
- Before/After School Detention
- Restitution
- Change seating location/Loss of Privilege

Step 4: Complete ODR Form

Referring staff member should fill out all sections on ODR Form

If Same behavior occurs 3 times in one week, proceed to step 5

Step 5: Complete Additional ODR Form for Major Behavior

Referring staff member should fill out all sections on ODR form except "Administrative Response." Check "3 Minors = 1 Major" option under "Major Behavior" section of the form. Proceed to Step 4 of Office Management Steps.

Major Behavior

- Abusive Language/Profanity
- Alcohol, Tobacco, Drug Use/Possession
- Major/Repeat Disrespect/Defiance/Disobedience
- Truancy/Late (More than 5 minutes)
- Fighting/Physical Aggression/Assault
- Forgery
- Cell Phone/Nuisance Item
- Tardies (4th offense or greater)
- Theft
- Vandalism/Property Damage
- Weapons
- Harassment
- Left Class Without Permission

Office Management Steps

Step 1: Ensure Safety
 Ensure all students and staff are safe. Evacuate area if needed.

Step 2: Utilize De-escalation Techniques to Approach Student

Move Slowly	Speak Slowly
Minimize body language	Keep reasonable distance
Speak respectfully	Establish eye-level position
Use brief language	Acknowledge cooperation
Withdraw if situation escalates	

Step 3: Complete ODR Form
 Referring staff member should fill out all sections of ODR form except "Administrative Response."

Step 4: Submit ODR Form and Send Referral to Office

Submit completed ODR form to the office.
 Send student to office with escort or contact office to let them know that the student is coming.
 Avoid discussion with student- use short, direct statements to instruct the student (e.g., "Please walk with me to the office.")

Step 5: Administrator Delivers Consequence

Potential consequences include:

- Conference with Student, Brainstorm Alternative Behavior
- Contact Home
- Loss of Privilege: _____
- Intervention
- Change of Placement
- Time in Office

Step 6: Administrator Delivers Consequence

Administrator follows up with teacher to discuss incident, responses, and plan for preventing future problematic behaviors

STUDENT DISCIPLINE

Heather Jones Grades: 9 - 12

It is the district's intent to provide an orderly school climate that will foster the maximum academic learning time possible for each student. The Student Code of Conduct is designed to maintain educational efficiency in the school setting. The district's expectations of student conduct are described in the code. The code also specifies the consequences for violations of those expectations. It is the district's intent to provide positive incentives that will promote adherence to the Student Code of Conduct.

I. STUDENT BEHAVIOR

Please remember these rules.

1. Your parents must attempt to notify the school before 8:15 a.m. on the day you are absent. The absence will be considered unexcused until parent/guardian contact.
2. When you decide to secure private transportation to school, you become responsible for getting here on time. Flat tires, trains, oversleeping, car trouble, etc., are not considered excusable reasons for being tardy or absent to first period.
3. If you are ill, report to your classroom teacher, the principal's office, or the guidance department. Students who stay in the halls or in the restrooms during class time are considered to be truant.
4. If you are leaving school early, you must secure a pass from the appropriate administrator. Parent/guardian contact is required before you can secure the necessary pass. Students leaving without a pass will be considered truant.
5. **Knives are not permitted on campus; this includes pocket knives of any length.**
6. You must be academically eligible to participate in the activities sponsored by the school.
7. If you are assigned a Change of Placement due to behavior, you are not permitted to be on campus during the term of the discipline nor are you permitted to participate in, practice for, or attend any Checotah School activity, with exception to meeting with a counselor. Students placed in Intervention or Change of Placement may be required to attend a minimum of one session with a counselor prior to return to the school setting.
8. **Students placed in intervention may not participate in any game or practice or attend extra-curricular events unless the principal gives prior consent due to nature of discipline resulting in intervention.**
9. If you drive a vehicle, secure a parking permit. Students who attend classes in the building during 7th hour, will park in the west parking lot. Students who attend classes at the field or middle school 7th hour will park in the east parking lot. Students are NOT

permitted to park in the spaces adjacent to the sidewalk, these are reserved for visitors and staff.

10. If you are scheduled for concurrent enrollment or Indian Capital Career Tech, or you are dismissed from school, then you must leave the campus immediately after your last class at CHS. Failure to do so may result in revocation of your permit and/or enrollment in classes of the administration's choice concurrent students who remain on campus during concurrent times must stay in the assigned room for concurrent classes.

II. CONDUCT ON CAMPUS

Students are expected to conform to the following rules:

- Pass through the corridors quietly.
- Profanity or loud, boisterous conduct will not be tolerated in the buildings or on the grounds.
- Obscene gestures or remarks and profanity will not be tolerated at school activities or during the school day.
- Public display of affection is not appropriate behavior for school. Publicly displaying affection will result in disciplinary action. This includes holding hands, walking with arms around each other, or any other physical contact that is inappropriate for the school/work setting.

Disciplinary Actions for PDA:

1st offense: After School Detention

2nd offense: 2 After School Detentions

3rd offense: Intervention

4th offense: 2 Intervention days

5th offense or greater will include additional Intervention days, Saturday School, Change of Placement.

- Students are expected to present themselves in a way that will create a positive impression as to their character. Any use of profane language, gestures and/or possession of pornographic materials will result in a referral to the assistant principal's office for disciplinary action.
- Students are not permitted to interrupt a teacher's class to see another student without a written permit from a counselor, administrator, or another teacher.
- Students in the halls during class time must have a hall pass issued by his/her teacher.

III. DESTRUCTION OF SCHOOL PROPERTY

The cost of repairing or replacing school property damaged because of neglect, misuse or vandalism will be charged to the student and his/her parents. Willful damage or destruction of school property will bring disciplinary action from the administration. Legal charges may be filed at the discretion of the administration.

IV. EXTENSION OF SCHOOL AUTHORITY

The school also has authority over you at all school activities (home or away) or whenever you are participating in a co-curricular or extracurricular activity. Fighting, use of alcohol or illegal substance, or other forms of misbehavior will be considered as school problems* and dealt with by the school administration. A student may change of placement for misbehavior that occurs outside of the school day or off the school campus. ***May involve police investigation.**

V. CONDUCT AT SCHOOL ACTIVITIES

Students will be held accountable for their behavior at all school activities. Alcohol or drug usage will not be tolerated at school-sponsored activities. Tickets may be issued by law enforcement. Students should never come onto the athletic field or playing surface during an athletic contest. Students who come onto the playing surface to initiate or enter a fight may be suspended from school and/or have their opportunity to attend other school activities revoked.

VII. DRESS CODE

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

- 1. Bandannas may not be worn. This applies to both male and female students.**
- 2. Hats may not be worn at any time inside the school building.**
- 3. Non-prescription sunglasses may not be worn in the building.**
- 4. The following items and/or articles of clothing or tattoos are prohibited:**
 - A. Those which advertise alcoholic beverages, sex, drugs, or tobacco**
 - B. Those which are lewd, offensive, vulgar, contain obscene language, or are distracting.**
 - C. Those which, in the opinion of the administration, promote violence (such as weapons, political statements etc.)**
 - D. Those associated with gangs or gang membership**
 - E. Those which may be considered racially, religious, or gender insensitive**
 - F. Those which may be considered as a weapon including, but not limited to, studded jewelry, chains, etc.**
- 5. No cropped tops, halter tops, tank tops, muscle shirts, or any item exposing the midriff may be worn by either sex. The bottom of the shirt must overlap or be tucked into the pants, skirts, shorts, etc. so that the midriff, underwear, or any portion of the back and buttocks are not exposed.**

6. No see-through clothing, clothing with holes above the knees, or extremely tight-fitting clothing shall be permitted. Flesh colored leggings or undershirts will not be allowed as a means to cover holes or see through clothing.
7. Shorts may be worn year-round however the length of the shorts shall be no shorter than one dollar bill width above the top of the kneecap. Slits in shorts and skirts are considered as part of the measurement.
8. No house shoes or clothing designed for sleep are permitted
9. Shoes must be worn at all times
10. All clothes will be worn as intended by the design of the garment
11. Leggings may be worn; however, the outer garment (top) must fully cover ones bottom at all times (including when student is wearing backpack, walking, bent over, or seated). If the top does not meet this requirement the student will have to change or wear a school provided top that meets these requirements.
12. Holes in jeans must be below the knees. If holes are located above the knees the students must have the holes either patched or wear something under the jeans, so the skin is not exposed. The clothing under the jeans may not be flesh colored.

ENFORCEMENT OF DRESS CODE

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

Disciplinary Steps

Students will face the following consequences for dress code violation: (in all instances students will change to meet dress code)

- 1st offense: Detention
- 2nd offense: Saturday School
- 3rd offense: Three (3) Days Intervention
- 4th offense: Five (5) Days Intervention
- 5th offense: At Home Placement

Students choosing to go home to change clothes will be considered absent without excuse.

Students may be sent home at any step if the violation is determined to be flagrant or student refuses to conform to dress code policy.

VII. SMOKING/TOBACCO/TOBACCO SUBSTITUTES/VAPOR PRODUCTS

The Board of Education asserts that smoking and/or the use of smokeless tobacco is harmful to an individual's health. Oklahoma Statute 10A -2-8-224 states "Purchase, receipt, or possession of tobacco or vapor products by minors prohibited"

Checotah Public School students are not allowed to smoke, dip snuff, chew tobacco or be in possession of tobacco products, tobacco substitutes, vapor products, or lighters in school buildings, on school grounds, or on school buses. This rule applies to any school sponsored activity on or off campus. Students violating the smoking/tobacco policy will be subject to the following penalties:

Students who violate this policy will also receive a citation from the school resource officer and the ABLE commission concerning required training and education on tobacco use cessation program.

- 1st offense: 5 days Change of Placement to Distance Learning and 5 days Intervention
 - 2nd offense: 10 days Change of Placement to Distance Learning and 5 days Intervention
 - 3rd offense: 15 days Change of Placement to Distance Learning and 5 days Intervention
 - 4th offense: 20 days Change of Placement to Distance Learning and 5 days Intervention
 - 5th offense: 25 days Change of Placement to Distance Learning and 5 days Intervention
- Continuing offenses will result in long term change of placement.

Students in violation of the smoking, tobacco, tobacco substitute, vapor products policy may not attend or participate in any school events or be on campus other than for intervention, counseling, or testing during their discipline period.

VIII. RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL

Illegal and Illicit Drugs and Alcohol

- a. Use or possession of illicit drugs or alcohol is wrong and harmful.
- b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school property or in school vehicles, or at any school-sponsored event.
- c. Counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.

- d. Violation of these rules will result in imposition of disciplinary measures, which may include change of placement for the remainder of the current semester and the following semester.
- e. Student violation of these rules, which also constitutes illegal conduct, will be reported to all enforcement authorities.

Law enforcement may issue tickets/fines or take students into custody as deemed needed upon review of the incident. Incidents will be reported to the authorities that may include juvenile services, local/state/county/tribal authorities, and DHS.

The following disciplinary actions may be taken; more restrictive actions may be taken beyond this list if the situation is deemed needed by school administration:

- 1st offense: 15 days Change of Placement to Distance Learning and 5 days Intervention
- 2nd offense: 25 days Change of Placement to Distance Learning and 5 days Intervention
- 3rd offense: Remainder of current semester and up to the following semester change of placement

Students in violation of the drug and/or alcohol policy may not attend or participate in any school events or be on campus other than for intervention, counseling, or testing during their discipline period.

IX. CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY

To promote a focused, respectful, and productive learning environment by reducing distractions caused by student cell phones and other personal electronic devices, in accordance with Oklahoma House Bill 1276, students are **prohibited from using or possessing powered-on** cell phones or personal electronic devices (this includes any personal device that is capable of cellular or internet access, including smartphones, smartwatches, smart headphones, laptops, tablets, or smart glasses.) during the entire school day. Powered-off devices must always be out of sight in a bag. Students may not store devices on their person. Devices provided or approved by Checotah School District for classroom instruction are exempt. No personal laptops or tablets will be allowed. If a student brings a personal laptop or tablet to school, the device will be confiscated and the student may receive the same consequences as a cell phone infraction or more extensive consequences depending on severity of actions on the device. Students with documented medical requirements (such as glucose monitors) or other health related devices may possess and use those devices as necessary but only for the use documented and must notify the school office of such devices. In the event of a school or health emergency, administration can notify students that students may use a device to contact a parent/guardian or emergency personnel during a genuine emergency. Administration will determine if emergency deems the need for use of a device.

The school will provide lock boxes for students to utilize in the library and office area. Students in Alternative Education, and Intervention will be required to keep the devices kept in a lock box in these areas each day.

Disciplinary Consequences:

- **1st Offense:** Device confiscated; returned at the end of the next school day.
- **2nd Offense:** Device confiscated; returned at the end of the 2nd school day.
- **3rd Offense:** Device confiscated; parent will pick up the device after the 3rd school day. Student required to check in device daily in the library. (Not checking in device will result in Saturday school or intervention depending on frequency of not checking in device)
- **4th Offense:** Device confiscated; parent will pick up device after 4th school day and 2 days Intervention assigned. (Student required to check in device daily to library)
- **Subsequent Offenses:** Progressive disciplinary actions with confiscation extended and up to at home distance learning assigned for flagrant violations.

Any student who refuses to turn in device for confiscation will immediately be sent to the office, parent will be contacted and parent may choose the following consequences. The device will remain in the office for the remainder of that day and will be placed in a lock box during Intervention days.

Alternative Consequences at Parent's Request:

- **1st Offense:** Device confiscated and returned at the end of the school day, student will be assigned 6 days of intervention.
- **2nd Offense:** Device confiscated and returned at the end of the school day, student will be assigned 8 days of intervention.
- **3rd Offense:** Device confiscated and parent may pick up the device at the end of the school day, student will be assigned 10 days of intervention. Student will be required to check in device daily in the library once they return to school
- **4th Offense:** Device confiscated and parent may pick up at the end of the school day, student will be assigned 12 days of intervention. Student will be required to check in device daily in the library once they return to school.
- **Subsequent Offenses:** Progressive disciplinary actions with confiscation extended and up to at home distance learning assigned for flagrant violations.

X. FOOD AND DRINK

Food and/or drinks from the cafeteria, or vending machines, will not be allowed in the classrooms.

Deliveries of food will not be allowed.

XI. ZERO TOLERANCE FOR FIGHTING

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

CONSEQUENCES FOR FIGHTING

As soon as possible after any fighting incident, any student participating in the fight will meet individually with an administrator. At that time the student will be informed of the charges against him/her, the factual basis for the charges, and shall be given the opportunity to tell his/her side of the story. If the student participated in the fight, the student may be immediately changed to distance learning, unless the administrator finds that the student acted in self-defense.

Tickets/fines may be issued by law enforcement of up to \$100 for fighting. If assault and/or battery is determined, then fines may be increased to up to \$5000 and imprisonment may occur.

If it is determined either that the student was not involved in the fight, or that the student acted solely in self-defense, the student will be reinstated in school without penalty. The administrator may impose the following:

- 1st Offense = Up to 10 Days Change of Placement to distance learning/ 35 Days Intervention
- 2nd Offense = Up to 45 Days Change of Placement to distance learning/45 Days Intervention

Students who are under disciplinary consequences for fighting may not attend or participate in any school events or be on campus other than for intervention, counseling, or testing during their discipline period.

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

1. Whether the student has had previous discipline referrals for improper behavior.
2. The damage done or injuries sustained by any person as a result of the fight.
3. The potential danger that the student poses to other people.
4. In the absence of aggravating circumstances, a short-term suspension may be appropriate for a first-time fighting offense.
5. At the discretion of the administrator, other discipline alternatives may be used in lieu of out of school suspension.

CONTRIBUTING TO ALTERCATION

Any student who contributes to the instigation or further aggravation of a situation that leads to a fight or disturbance will receive consequences and possibly a disorderly conduct ticket if the situation is deemed a contributing factor to the disturbance of the school environment by administration.

PHYSICAL ASSAULTS/VERBAL ASSAULTS ON ADULT SUPERVISORS

Any act of physical violence directed at the administration, teacher, staff member, and/or bus driver will result in the following consequences. Charges may also be filed with the police department and tickets/fines of up to \$2000 for assault and/or battery and up to \$5000 for aggravated assault and/or battery plus imprisonment.

First Violation: May result in a change of placement to distance learning to the home for the remainder of the current semester and succeeding semester and may include any of the following:

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

XII. PROFANITY/DEROGATORY LANGUAGE/OBSCENE GESTURES

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

XIII. SEXUAL HARASSMENT

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

A. Definition:

Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, or verbal, physical or other sexually offensive conduct made by anyone on district property or during any district-sponsored event when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's education or employment.
2. Submission to or the rejection of such conduct by an individual is used as a basis for educational or employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive educational or work environment.

Examples of acts of sexual harassment, which shall not be tolerated, include, but are not limited to:

1. Written: Sexually suggestive or obscene letter, notes, social media posts, invitations, and graffiti.
2. Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, "teasing," "kidding," double meanings, demeaning comments about a person of a particular sex, solicitation of sexual favors or attention.
3. Physical: Unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against an individual's body, pulling at clothing, blocking one's passage.

4. Visual: Sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters.
5. Any other action which emphasizes the vulnerability of the victim specifically because of gender

B. Prohibition:

Sexual harassment will not be permitted or tolerated. This policy is applicable to all students, employees, non-employees, and volunteers on district property or serving as trip sponsors.

C. Action to be taken:

Students who sexually harass shall be subject to any and all disciplinary action that may be imposed by the district's policy regarding student's behavior.

If a member of the public is in violation of this policy, the response may include barring the person(s) from district property, termination of business relationships with individual(s) and/or prosecution of the person(s).

D. Procedure:

1. A student who feels comfortable doing so should directly inform the harasser that such conduct is unwelcome and must stop.
2. A student or parent of the student may bring a complaint to the principal, assistant principal, or to the counselor of his or her school.
3. The principal will be responsible for notifying the superintendent of the complaint if the complaint involves an employee.
4. If the complaint involves an employee, principal and superintendent shall immediately investigate the complaint and shall, at the end of the investigation, recommend disciplinary action against the harasser if the complaint is substantiated. Both parties shall be notified of the results of the investigation.
5. If the complaint, does not involve an employee, the principal shall immediately investigate the complaint, and, at the end of the investigation, recommend disciplinary action to be taken against the harasser if the complaint is substantiated. Both parties shall be notified of the results of the investigation.
6. Any formal complaint investigated under this policy shall be handled pursuant to Board Policy.

E. Retaliation:

Retaliation shall not be permitted against an individual who complains of sexual harassment anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation or proceeding conducted under this policy.

XIV. BULLYING, HARASSMENT AND HAZING

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

For the purposes of this policy, bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else. Hazing is defined

as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission in or with any organization operating subject to the sanctions of the school district. Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or an unorganized group of individuals who use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult or humiliating tasks.

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

Any act of bullying or harassment should be reported to a teacher or one of the HS principals by email (jlcampbell@checotah.k12.ok.us or hmjones@checotah.k12.ok.us) in person at the office, or by phone at 918-473-9100. Students may also report incidents anonymously through the school's STOPit app. All reports will be investigated, addressed, and notification to proper authorities will be conducted by the administration.

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

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

References: 21 O.S. 1190 (Section 826, School Law Book, 1997)
Amended by S.B. 129, 1995 Legislative Session and
S.B. 992, 2002 Legislative Session

XV. GANG INVOLVEMENT POLICY

To enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, Checotah Public Schools prohibits any gang-related involvement during activities at school, during school-related functions, or on any school district property.

The school identifies gang activity and/or involvement as:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang or other secret society.
2. Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, stares, etc.) showing membership in or affiliation with a gang or other secret society.

3. Using speech or committing an act which furthers any kind of interest in any gang activity, including, but not limited to:
 - a. Soliciting and/or initiating others to membership in a gang or other secret society.
 - b. Requesting a person pay for protection or otherwise intimidating or threatening a person.
 - c. Committing an illegal act or violation of school district policies.
 - d. Inciting other students to act with physical violence upon another person.
 - e. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

First Violation: Parent and police notification. Law enforcement may issue tickets/fines.
Three days distance learning placement and 42 days Intervention Program.

Second Violation: Change of placement to distance learning for the remainder of the current semester and the succeeding semester.

XVI. POLICY PROHIBITING POSSESSION OF DANGEROUS WEAPONS IN SCHOOL

1. In order to provide a safe environment for the students and staff of the Checotah School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.
2. Dangerous weapons, including but is not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.
3. For the foregoing reasons and except as specifically provided in paragraph 13 below, possession by any student or employee of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
4. For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity with such person's knowledge of the weapon's location.
5. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade of greater than three inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than three inches that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimiles thereof or any item which is used to threaten harm or is used to harm any person.

6. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school or placed in distance learning and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.
7. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to or other disciplinary action as deemed appropriate by the superintendent of schools or board of education. In addition, school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any Board policy and any negotiated agreement that is applicable to the employee.
8. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.
9. If the teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools or his designee.
10. If the principal or designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:
 - a. Immediately investigate the matter and contact the police, if appropriate.
 - b. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
 - c. Notify the superintendent of schools or designee.
 - d. In case of a student, notify the parents.
 - e. Cooperate fully with the police.
 - f. Transfer confiscated weapon to the police department.
 - g. Notify juvenile authorities. Law enforcement may issue ticket/fines.
 - h. SDE – Safe School

11. Except as may be required by law for disabled students, any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another school district school site in lieu of change of placement to distance learning.
12. A student, who has been suspended or placed on distance learning from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Checotah School District.
13. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools, is required.
14. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

XVII. DISCIPLINARY ACTIONS

A. NOON RESTRICTION:

Students may be placed on noon restriction by a teacher for classroom disciplinary issues.

B. DETENTION:

Detention is a type of disciplinary action used for minor infractions of school rules and procedures. Detention is from 3:10 - 4:10. CHS will also provide before school detention/homework recovery for students who cannot stay for the after-school detention.

The following guidelines are used for students assigned to detention:

1. Be on time; bring ample work.
2. There is to be no sleeping, talking, texting, reading magazines, or other unacceptable behavior.
3. Tardies will result in student being assigned another detention.
4. Should student not be able to attend on the assigned date he/she must be excused by the office that assigned the detention before the detention class begins.
5. Failure to attend on the assigned date may result in further disciplinary action.
6. Any disorder which causes the student to be removed from detention may result in a change of placement to distance learning from school.
7. Any combination of three (3) misses including absences and re-schedules may result in intervention, Saturday school, or change of placement to distance learning
8. Detention will be canceled if classes do not meet due to inclement weather.

C. SATURDAY SCHOOL

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

PROCEDURE

1. Saturday School will begin promptly at 8:00 a.m. in a designated room and will be dismissed at 12:00 noon sharp. (No early dismissals)
2. The following policy will be in force during the entire time that students are in the room:
 - a. NO TALKING (not even whispering) during the entire time students are in the room.
 - b. NO DISTRACTIONS of any sort (no noise making of any type, getting out of seats, passing or throwing articles to others, etc.). Students may get out of their seats to get paper, sharpen pencils, or to see the supervisor. **Trash will be thrown away at break time only.**
 - c. NO CELL PHONES or electronic devices. A referral will be written for additional disciplinary actions if a student activates, uses, or is in contact with a cell phone or electronic device.
 - d. NO FOOD OR DRINK
 - e. SCHOOL WORK ONLY. Student must be fully engaged with school work (no newspapers, magazines, art, crafts, or games). No sleeping, window gazing, or doodling. Students must be engaged in four (4) hours of profitable brain activity with school work. If all assignments are completed satisfactorily and time still remains, disciplinary packets will be assigned.
 - f. NO BACK TALK WHATSOEVER. Follow all directions when given

Any violation of these rules will result in Saturday School failure and the student will be asked to leave at that time.

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

Students who do not come to their assigned Saturday School will be assigned intervention, and/or the Saturday School will be reassigned for the next scheduled Saturday. Students who fail to attend this Saturday school may be placed on distance learning until they attend the assigned Saturday school.

D. INTERVENTION PROGRAM

Many school behavioral problems can be eliminated by effectively intervening before change of placement or suspension becomes necessary. Some students get into difficulty because schools have not provided them with the vehicle for coping with emotional pressures. The pressure can continue to build until inappropriate behavior accumulates leading to strong disciplinary action. Checotah High School has provided an additional option for our students by providing the Intervention Program. Parents will be notified of this placement. It is the intent of this

program to provide a short-term placement in this temporary environment. However, the length of stay will be determined by the individual circumstances of each case. Students assigned to intervention more than once, will be assigned a time to meet with a counselor concerning their discipline concerns.

The aim of this program is to deter inappropriate behavior while keeping the offenders in the school environment. Checotah High School believes a program of this type is necessary if the school is going to be able to deal more effectively with students who have behavioral problems. In general terms the purpose of the program is to identify students who show signs of chronic misbehavior in class, to remove them from class to correct or modify their behavior in a positive manner, and to return the student to class as soon as possible to function in a more productive and responsible way. Program times are 7:55 a.m. to 3:04 p.m.

E. SCHOOL SERVICE

The School Service Program is sometimes used to serve in lieu of other normally prescribed student disciplinary actions. The administrative staff will have the authority to make this recommendation.

School service is a work program, which is held before or after school hours, and under the guidance of an administrator. The time of the program will be determined on an individual basis. The administrative staff will establish the number of hours for a student to perform school service work. The service work shall include, but not be limited to parking lot clean up, grounds trash pick-up, inside building cleaning, or Transportation Department assignment.

Should a student fail to perform the assigned number of hours in a reasonable number of days, the punishment will revert to an alternative disciplinary measure.

F. CHANGE OF PLACEMENT TO DISTANCE LEARNING

Change of Placement is designed to remove the student from the school for his benefit and/or the benefit of the general school population. Students may be excluded from school for the current semester and the succeeding semester for a violent crime, drug possession, weapons, continued defiance of rules and policies or other offenses as allowable by law.

Any change of placement where a parent refuses to pick up the student will result in law enforcement be contacted to remove the student from campus.

Students who are placed in distance learning for disciplinary reasons are not permitted to come on campus until they are reinstated unless they have special permission from the administrator (testing, counseling).

Students who are placed in distance learning are NOT permitted to attend, practice for, or participate in ANY CHECOTAH SCHOOL DISTRICT ACTIVITY.

CHANGE OF PLACEMENT PROCEDURAL RULES AND REGULATIONS

The principal shall have the authority to change the placement of any pupil who is guilty of any of the following acts while in attendance at such school or in transit (by school transportation or under school supervision) to or from school, at any school function authorized by the school district, or when present on any facility under the control of the school district.

1. Immorality, racial remarks, or profanity
2. Truancy
3. Violation of written school rules, regulations or policies
4. Assault upon another student or person
5. Possession, threat, or use of a dangerous weapon as defined by State Statute
6. Possession or being under the influence of any narcotic drug, stimulant, barbiturate or alcohol
7. Use and/or possession of any tobacco/vapor product
8. Conduct that disrupts the operation of school
9. Conduct that jeopardizes the safety of others
10. The willful disobedience of the request of any school official in the performance of such school officials duties.
11. Failure to attend an assigned detention class or intervention without prior approval
12. Failure to comply with State Immunization Law
13. Vandalism or theft
14. Excessive tardiness
15. Fighting on school premises or at school activities
16. Verbal or physical abuse
17. Illegal use of parking permits
18. Unauthorized departure from campus and/or class
19. Unauthorized entry to buildings and/or campus
20. Failure to attend assigned class while on campus without prior office approval
21. Gambling
22. Harassment
23. Disrespect to staff member

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

EDUCATIONAL PLAN FOR CHANGE OF PLACEMENT

The school administration will provide the student with an education plan designed for the eventual reintegration of the student into school. The parent or guardian of the student shall be responsible for monitoring the student's educational progress until the student is readmitted into school. Failure of the student to comply with the educational plan will result in the student being placed in intervention until student has completed academic expectations following the change of placement period. The administration will consider this as non-compliant with the terms of the suspension/change of placement.

Students completing assignments at home due to suspension/change of placement will utilize Google Classroom/Meets and school email to obtain and turn in assignments. These assignments must be completed with a minimum of 60% accuracy and returned weekly as well as attend Google Meets for attendance. Failure to comply with the plan for two consecutive weeks will result in the student being dropped from Checotah High School role.

DUE PROCESS PROCEDURES

If the student, student and parents, or parents, desire to appeal the decision, they may request an appeal by filling out an appeal request form (available in the Principal's office) within (2) two school days after receiving the decision. Suspensions of five days or less may only be appealed to the building principal. Suspension of six to ten days may be appealed to the committee. Suspension exceeding 10 days may be appealed to the superintendent and then to the Board of Education. **Intervention is not considered an out-of-school suspension and may not be appealed.**

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

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

XVIII. SEARCH AND SEIZURE

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

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

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

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

*****Tobacco/Vape/Drugs/Alcohol products and/or weapons will be confiscated and parents notified with each offense.**

***** Any student who drives a vehicle onto the school premises is deemed to consent to a search of that vehicle at any time reasonable suspicion exists.**

XIX. RELEASING STUDENTS TO POLICE

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

A student of Checotah High School may be subject to Distance Learning Placement or Suspension for violations of regulations covered by civil and school laws of Oklahoma.



ACADEMIC REGULATIONS AND GUIDELINES

I. GRADUATION REQUIREMENTS

The State of Oklahoma designates the minimum number of units that a student must earn to be eligible for an Oklahoma high school diploma. In addition, local school districts may establish graduation requirements appropriate for the individual districts. Listed below are the CHS graduation requirements for the standard diploma. Checotah Public Schools in accordance with 70 OS Section 1210.508 E & F will require all graduates to have an (ACT/SAT/CCRA) score for English, Math, Science, and US History. In accordance with 70 O.S. 2011, Section 1210.199 all students must receive CPR/AED training. All graduates must also complete an Individual Career Academic Plan (ICAP) in accordance with 70 O.S. § 1210.508-4. Students must pass U.S. Naturalization Test. All graduates must complete a FAFSA form or have an optout form on file in the office.

Class of 2027, 2028 and 2029 OKPromise/college Prep. Graduation Requirements

English 4 units	Additional Unit From Above 1 unit
Math 3 units	Fine Arts/Speech 1 Unit
Science 3 units	Personal Financial Literacy ½ unit
Social Studies 3 units	Health ½ unit
Foreign language/Computers 2 units	Electives 7
(must both be from same department)	

Mathematics/science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education. **Students must earn a minimum of three (3) math units while enrolled in grades 9-12.**

Beginning with the Class of 2030, Checotah High School Graduation Requirements

English 4 units	Fine Arts Potential pathway units
Math 4 units	Pathway Units 6 units
Science 3 units	Electives 3 units
Social Studies 3 units	Personal Financial Literacy ½ unit
World Languages Potential pathway units	Health ½ unit
Computers Potential pathway units	

Pathways include:

Agriculture Food and Natural Resources	Finance
Health Science	Business Management and Administration
Arts, A/V Tech, and Communication	Hospitality and Tourism
Information Technology	Law, Public Safety, Corrections and Security
Transportation, Distribution and Logistics	Human Services
Manufacturing	Government and Public Administration
Science, Technology, Engineering & Mathematics	Education and Training
Architecture and Construction	Energy
Marketing	

II. GRADE-LEVEL CLASSIFICATIONS

To be classified as a sophomore a student must have earned at least five (5) units of credit. To advance to the 11th grade, a student must have earned at least eleven (11) units, and to advance to the 12th grade, a student must have earned at least seventeen (17) units.

Students who have successfully completed twenty-four (24) of the twenty-five (25) required units of credit to graduate may participate in the commencement exercises. Completion and verification of the lacking credit must be received by CHS before the diploma will be awarded.

III. HONORS CLASSES

Advanced Placement Chemistry
Anatomy/Physiology
Advanced Placement History
Physics
Advanced Placement Language
Pre-Calculus

Advanced Placement Pre-Calculus
Advanced Placement Literature
Environmental Science
Advanced Placement Biology
Pre AP English 10
College/University Core Subject Courses

Not all courses may be offered each year.

IV. ADVANCED PLACEMENT COURSES

A student taking any AP course will be required to take the AP test on the AP College Board date to receive AP or honors credit for the course on their transcript. Students who do not take the AP test will not have an AP classification for the course on their transcript and the student will reimburse the school for the cost of the test. The exception will be to students competing in state level competitions on the date of the test.

V. DRIVER'S EDUCATION

Driver's education will be graded pass/fail. A student must maintain a 70 percent average to pass the course. Both student driving and classroom performance are used to determine student grades.

QUALIFICATIONS FOR DRIVER'S LICENSE PERMIT

State law mandates students show proof of enrollment to apply for any type of driver's license.



V. COLLEGE EQUIVALENCY COURSES FOR CONCURRENT ENROLLMENT

Students have the opportunity to earn college credit while still in high school with concurrent enrollment at a local university or college, but great care must be used to earn the correct credit for the correct course. Use the following chart to help understand the type of course and the duration required to meet the equivalency requirements at both institutions.

High School Required Course	Required Concurrent Enrollment	Required Concurrent Enrollment
	(First Semester)	(Second Semester)
U.S. Government	Political Science 1113 or 2113	Or Federal Government,
World History	Early Civilization, Modern Civilization, History of Second World War	
US History	History of US to 1877	History of US Since 1877
English IV	Composition I	Composition II
Computer Science	Fundamentals of Computer Usage	
Fine Art	Art Appreciation	Music Appreciation
Health	Health	
Mathematics	PreCalculus	Trigonometry, Calculus 1, Calculus 11, General Physics
Science	Any course equivalent to the third year of science.	Any course equivalent to the third year of science.
	Chemistry I, Physics I, Zoology, Anatomy, Physiology	Chemistry II, Physics II, Zoology, Anatomy, Physiology, Environmental Science

Important information concerning withdrawing from concurrent enrollment:
Students are responsible to report any changes in their concurrent enrollment status to the school counselor immediately to allow for a schedule change. Failure to report withdrawal from college courses will result in severe academic and disciplinary consequences.

- 1) For the purposes of calculating workload, one half high school unit shall be equivalent to three semester credit hours of college work.
- 2) If a student chooses to enroll concurrently for high school credit in a required course, they will complete that credit concurrently. For example, a student enrolled in a college course for a one-semester high school elective course will not be permitted to begin the course then return to the high school mid-semester to complete the semester of credit. Similarly, if a student concurrently enrolls in a concurrent math course (for example, College Algebra), a two semester requirement, he will not be permitted to complete one semester of college coursework then return to the high school to complete a second semester for credit, he would have to enroll in an equivalent additional math credit course second semester.
- 3) All course taken concurrently will be transcript and figured into the student's grade point average.
- 4) Any core course taken concurrently may be used to count toward valedictorian requirements.
- 5) Students are encouraged to take the maximum number of allowed hours of concurrent courses per semester.
- 6) Any course not listed above or correlated with a core graduation requirement will be transcribed as an elective course and will count towards the student's elective graduation requirements.

STEPS REQUIRED TO ESTABLISH CONCURRENT ENROLLMENT:

1. Select two or three college course options.
2. Meet with your high school counselor to arrange a possible schedule for concurrent enrollment.
3. Obtain written permission from your counselor and parent to schedule concurrent enrollment.
4. Enroll at the college of your choice.
5. **Bring proof of college enrollment to your high school counselor.**
6. You must have obtained a 3.0 cumulative GPA prior to concurrent enrollment.
7. Provide a copy of final grades/transcript to your high school.

Concurrent students' grades will be monitored by the counselor. Any student failing a course will be placed on the ineligibility list. Grades will be reviewed each Monday. Any concurrent student with a grade below 70% will be placed in study hall by the administration during their concurrent time until their college grades are above 70%.

VALEDICTORIAN/SALUTATORIAN

The member or members of the senior class who have the highest grade point average upon completion of seven semesters and have met all qualifications below will be valedictorian and have a class ranking of one. The member or members of the class who have the second highest grade point average upon completion of seven semesters and have met all qualifications listed below will be salutatorian.

The seniors who meet the requirements below with exception to the ACT score requirement will be designated as a Graduate of Distinction (for a student with the highest grade point average) or Graduate of Honor (for a student with the second highest grade point average).

The successful candidate will:

1. Complete the last three semesters of course work at Checotah High School.
2. Take at least **Five Honors Courses**. Honor Courses will not be weighted, and grade average will be carried out to four decimal points.
3. Be a full-time student at CHS. Candidates are considered full-time when they are concurrently enrolled in college courses as long as a minimum of one-half day is spent enrolled at CHS.
4. Must have at least a 24 composite score on an ACT by January of their graduating year.

For college or university courses to count toward honor's classes, the classes taken must be in English, math, science or social studies. Each semester course must be worth at least three(3) college credit hours and be at the college freshmen level or higher.

All college courses taken will be recorded on the student's high school transcript.

Note: Students attending CHS less than the required three semesters but whose average grade point is higher or equal to the Valedictorian or Salutatorian will be given special recognition at the commencement ceremonies. Students enrolled in driver's education will receive a pass/fail grade. This grade will not be calculated in the G.P.A.

*Students who attend Oklahoma School of Science and Mathematics will receive credit for two honors courses.

TOP 10%

Top 10% for grades 9—11 will be based on GPA. Requirements for top 10% in grade 12 is based on GPA and taking five honors courses.

GRADUATION POLICY

The graduation ceremony is a dignified occasion to honor graduating seniors and their families. Graduation is a special time for friends and family, and it is important that everyone treats it with the respect it deserves. In that spirit, the following guidelines have been established:

1. All gowns and mortarboard caps must be the same. These can be purchased for approximately \$65 in October when a representative comes to the school. Those who wait to make this purchase will find the price increases as time draws closer to graduation. Students who wish to borrow a cap and gown should only use those purchased in the last year or two since the colors change and sometimes fade. Those who borrow a cap and gown will still need to purchase a tassel for the current school year. Gowns are ordered by height and weight. **Students are not allowed to shorten or in any way alter gowns or caps.**
2. Decoration of the hat (mortarboard) and gown will not be allowed. The mortarboard hat must sit flat on the head. The cap does not sit on the back or side of the head. The tassel is worn on the right side until the student graduates, and only one tassel can be worn.
3. Nothing is to be worn outside the cap and gown unless it is given to you and approved by Checotah High School or Indian Capital Technology Center.
4. Students who have consumed or possess drugs or alcohol will not be allowed to participate. Police will provide security and be on hand to give a field sobriety test if needed.
5. Participation in graduation exercises is a school activity. Students involved in inappropriate behavior or not adhering to school policy and rules pertaining to dress or behavior will be escorted from the premises and not allowed to remain during the ceremony. This inappropriate behavior or not adhering to policy and rules will result in the student's diploma being placed on hold pending completion of summer disciplinary action.
6. Parents, friends, and relatives are asked to help maintain the dignity and proper decorum of the ceremony by not bringing noisemakers, air horns, balloons, silly string, signs, etc. to graduation. It is important that all parents can see their graduate and hear their graduate's name announced.
7. Commercial photos of students receiving their diploma as well as video of the ceremony will be available for purchase; we will have a separate area set up adjacent to the stage area for individual pictures to be taken by friends and family. We ask that the stage area not be crowded at any time during the ceremony.

GUIDANCE INFORMATION

The Guidance Department of Checotah High School is student oriented. The philosophy is simply to be of help to students in any way possible. This can mean helping them to select appropriate courses; helping them work through school, family, or personal problems; assisting them with career or college planning and information; or many times it simply means being someone who will listen.

COUNSELOR: Janie Underhill Guidance Counselor—Grades 9 –10
Regan Foreman Guidance Counselor – Grades 11-12

The counselor will make every effort to meet individually with each student at least twice during the year. For those students who did not earn the current semester credits, the counselor will additionally meet with them to make them aware of options for earning credits toward graduation. The counselor will also meet with students through classroom group sessions. These sessions can be used to:

1. To orientate students to services of the Guidance Department
2. To explain courses offered in the CHS curriculum
3. To discuss educational and career opportunities
4. To explain ACT/SAT testing programs, as well as other tests that will be given during student's four years at CHS
5. To distribute scholarship, financial aid, or contest information
6. To provide information on colleges, universities, trade and technical schools
7. To explain military programs
8. To assist each student progress toward a goal established in student's 4-year plan
9. To publicize Guidance Department events such as College Day, etc.
10. To resolve scheduling problems.

Booklets providing scholarship, college requirements, financial aid, etc. will be available from the counselor's office. Students will receive personal and classroom guidance monthly to cover appropriate issues and concerns.

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

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

COLLEGE ENTRANCE INFORMATION

The entrance or admission standards and requirements vary from college to college. Current college catalogs are usually available online and can be found at each college or university's website. The student is encouraged to visit each college's website and request information relative to admission. Seniors who plan to attend a college or technical career are encouraged to secure as much information as possible about entrance requirements and enrollment procedures early in their senior year.

TESTING FOR COLLEGE ADMISSION

The majority of colleges and universities require students to take either the ACT or the SAT exams for admission and possible scholarships. Students are urged to complete the exam at either the end of their junior year or before December of their senior year. It is strongly recommended that students take these exams on the national test dates. Residual tests (those not taken on national test dates) are not valid on many college campuses.

PSAT

To enter the National Merit Scholar Program and compete for college scholarships to be awarded by National Merit Scholarship Corporation, you must take the PSAT during junior year and the test fee is \$16.00.

SCHOLARSHIPS

Institutional scholarships and grants are available at many colleges and universities. Many national organizations and firms make scholarships available to high school graduates. Information regarding all types of scholarships is available in all counselor offices. Announcements regarding scholarships are made periodically to seniors through notices in the Daily Bulletin or a special Senior Bulletin posted in all English classrooms or on the Senior Bulletin Board.

SCHOLARSHIPS UNDER OKLAHOMA'S PROMISE

See video link to learn more: <https://youtu.be/l-Xf9oyMPDs>

To apply

visit: https://secure.okcollegestart.org/applications/oklahoma_promise/apply.html

Goal: To Increase the Number of College Graduates of Oklahoma

- Provide an award equivalent to tuition.
- No annual limit on enrolled credit hours.
- Allows participants to collect other financial aid As long as sum total does not exceed cost of attendance.
- Oklahoma's Promise award is calculated after all other aid is taken Into account.
- Awards are available for up to five years.

- Students must enroll in the Oklahoma's Promise program by the 8th, 9th, 10th grade year of high school for eligibility.
- Families with incomes below \$55,000/year may qualify.
- 2.5 G.P.A. minimum in core and overall

***Students must abide by certain conduct standards - no excessive absences, no delinquent acts, no substance abuse.**

Financial awards are dependent on funding. The scholarship amount does not cover items such as fees, books, supplies, or room and board.

**OKLAHOMA'S PROMISE CURRICULUM REQUIREMENTS
VS.
CURRENT CURRICULUM REQUIREMENTS FOR HIGH SCHOOL GRADUATION
AND COLLEGE ADMISSION**

OKLAHOMA'S PROMISE REQUIREMENTS

- 2.5 Minimum GPA in core and overall
- Curriculum Requirements
 - 4 Units of English
 - 3 Units of Math
 - 3 Units of Lab Science
 - 3 Units of Social Studies History & Citizenship skills (Including 1 unit of American History & 2 Additional units from the subject of History, Economics, Geography, Government and/or Non Western Culture
 - 2 Units of Foreign Language or Technology

15 Units Total

***NOTE: For High School graduation students are required to take a Fine Arts Course.**

Minimum 25 units required for high school graduation, college admissions, and Oklahoma Promise:

- 4 Units of English
- 3 Units of Math
- 3 Units of Science
 - 1 science will meet elective requirements for college admissions and Oklahoma's Promise
- 3 Units of Social Studies
 - 2 units count towards social studies
 - 1 unit counts toward citizenship
- 2 Units of Foreign Language or Technology
- 2 Units of Fine Art
- 1 additional elective from four core subject areas, foreign Language, or computer science.
- ½ Unit Personal Financial Literacy
- ½ Unit Health

25 Units Total

HONOR ROLLS

Superintendent's Honor Roll (issued only at semester)

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

Principal's Honor Roll

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

RECOGNITION OF OUTSTANDING SENIORS

Upon completing six semesters, scholastic letter jackets will be awarded to students in the top ten percent of the senior class each year.

HONOR SOCIETIES

NATIONAL HONOR SOCIETY

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. Selection for membership is based upon the four qualities of scholarship, leadership, service, and character. Sophomore, junior, and senior students who have attended Checotah High School for at least one semester and have a cumulative GPA of 3.6 or above at the end of the first semester are eligible scholastically for membership.

Leadership is based upon the student's participation in two or more community or school activities in which he has been directly responsible for directing or motivating others. To meet the service requirement the student must have been active in two or more service projects in the school or community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Students are screened by a faculty council consisting of five members, and are reevaluated each year at the end of the first semester.

OKLAHOMA HONOR SOCIETY

The purpose of the Oklahoma Honor Society is to promote high standards of scholarship among the students in the high schools of Oklahoma. Ten percent of the student body making the highest scholastic marks in school may be nominated. Membership in this society is available to all students in grades 9 through 12. Membership will be based upon work completed during the first semester of the current year and the second semester of the preceding year for students in grades 10, 11 and 12. The standing for 9th grade students will be based on the work done during the first semester of the current year.

PROGRESS REPORTS

Progress reports will be provided to students during parent/teachers conferences and/or at nine weeks. Parents are encouraged to contact the technology director to obtain access to our online student grade book to keep up with their child's academic progress. Progress reports and report cards may be picked up by the parent/guardian or will be sent home with the students. Progress reports and/or report cards will not be mailed home.

SEMESTER TEST

Students must complete a semester test in class where required, in order to receive a grade for the subject. Semester test cannot be given early; students who do not take semester test will receive a grade of I and will have two weeks to make up the semester test. If the semester test is not made up within this two week time frame the semester test will be recorded as a zero.

Semester test will count for no more than 10% of the total semester grade

GRADING POLICY

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

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

100-90	A	Excellent: A superior quality of work.
89-80	B	Above Average: Good quality of work.
79-70	C	Average: Satisfactory work and progress.
69-60	D	Below expected quality of work.
59-Below	F	Failure to meet minimum competency level.
Incomplete:	I	Student is given an extension (Usually 2 weeks) to complete course work.
70-above	P	Pass: Will not be used when calculating GPA
69-below	F	Fail: Will not be used when calculating GPA

TEACHER'S AUTHORITY TO ISSUE GRADES

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

SCHOOL RECORDS

A cumulative folder of student records is kept on file in the counselor's office. Student records may be inspected according to provisions outlined in Public Law 93-380. Checotah Public Schools maintain student confidentiality according to Family Educational Rights and Privacy Act. Students may request transcripts and entrance exam scores to be sent to colleges and universities as part of the student's college application.

PROFICIENCY BASED PROMOTION PROCEDURES

Students in Checotah Public Schools will be permitted to receive credit in any academic curriculum area by scoring at least 90% on a criterion-referenced test designed for that specific curriculum area.

I. Proficiency Based Promotion

A. Upon request by a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product, or performance Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.F.S. 11-103.6:

Social Studies
Language Arts
The Arts

Languages
Mathematics
Science

3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
4. Qualifying students are those who are legally enrolled in Checotah Public Schools.
5. Tests will be offered once each month during June and August. Students will be required to register for the proficiency assessment one month in advance of the assessment date.
6. Students will be allowed to take proficiency assessments in multiple subject areas.
7. Students not demonstrating proficiency will be allowed to try again during the next assessment period
8. Exceptions to standard assessment may be approved for those students with disabling conditions.
9. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
 - a. The school will confer with parents in making such promotion acceleration decisions. Such factors as social and mental growth should be considered.

- b. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
 - c. Failure to demonstrate proficiency will not be noted on the student's transcript.
 - d. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate Proficiency and advance to the next level in a curriculum area.
 - e. If proficiency of at least 90% is demonstrated in a 9-12 curriculum area, the student will be granted an "A" or the percentage earned on their report card and their high school transcript. The unit shall count toward meeting the requirements for the high school diploma. (Also, see concurrent enrollment.)
 - f. If a student earns units by proficiency assessments, the units will become a part of the official transcript and will be accepted by other public school districts within Oklahoma.
- B. Proficiency assessment will measure mastery of the state course standards in same way that curriculum and instruction are focused on the priority academic students skills. In other words, assessment will be aligned with curriculum and instruction.
- C. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
 - 1. Individualized instruction
 - 2. Correspondence courses
 - 3. Independent study
 - 4. Concurrent enrollment
 - 5. Cross-grade grouping
 - 6. Cluster grouping
 - 7. Grade/course advancement
 - 8. Individualized education programs

SCHOLASTIC ELIGIBILITY

Semester Grades

A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen (15) days. If a student does not meet minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.

A student who does not meet the above minimum scholastic standards may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six weeks period.

Student Eligibility During a Semester

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is failing one or more classes at the end of a week, he/she 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 the probationary one-week period, he/she will be ineligible to participate during the next one-week period. *The eligibility period will begin on Monday and end on Sunday.*

Students must acquire 15 AR points each nine weeks to be considered eligible for participation in activities. AR eligibility will be checked each Monday.

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 (OSSAA Rules and Regulations) with the first class of the new one-week period (Monday through Sunday).

"Passing grade," means work of such character that credit would be entered on the record if the semester closed at that time. Grades will be the cumulative grade for the semester at the time of the grade check.

Students are to be informed that any fee paid to participate in an activity is non-refundable if the student becomes ineligible to participate in or attend the activity. This information is also included on the parent permission form.

After School Program Eligibility

Any student who is ineligible may not be eligible to work for the 21st Century After School Program and receive compensation.

ALTERNATIVE EDUCATION

Checotah Senior High School students also have the opportunity to attend Checotah Alternative School. See your respective counselor for more information.

Any Alternative School Student who is removed from the program due to discipline or attendance problems will not be allowed to enroll at Checotah High School until the beginning of the next semester.

ONLINE/ALTERNATIVE EDUCATION COURSE POLICIES AND PROCEDURES

To insure that online courses provided by Checotah Public Schools are assigned in a similar manner the following policies have been put in place to promote consistency in the program.

Each semester ½ credit course will be assigned 50 - 60 hours of coursework by the assigning teacher or counselor (If a 1 credit course is assigned, then the assigning staff member will assign 100-120 hours and the pacing chart below be adjusted). Students will be expected to complete 100% of the assigned coursework, however, a student may be assigned a partial grade if 100% of the course is not completed within the assigned time period. A student's grade will be computed by multiplying the completed percentage by the grade earned for the complete portion.

Example: if a student earned a grade of 84%, but only completed 78% of the coursework, then the student may be given $.78 \times 84 = 65.52\%$ for the course.

While we do not promote the practice of not completing a course, it has been determined the policy is needed to encourage equal grading systems throughout our district.

Attendance is important to any student regardless of the source of their educational program, thus any student enrolled in Checotah's virtual program will be expected to complete assignments each day in each course. If a course is not accessed and an assignment/assessment completed for 7 consecutive days, the student will be withdrawn for the course and will receive "No Credit" for that course.

Students should be consistent and strive to complete their courses within the assigned semester. The following completion benchmarks are set to help a student progress in a manner that will allow the course to be completed by the end of the grading period. Any student who does not meet these benchmarks for a course may be withdrawn from the course by the assigning teacher or counselor and receive "No Credit." These benchmarks will also be used to determine academic eligibility of a student participating in school activities.

Fall Semester	Spring Semester
25% by September 4	25% by February 5
50% by October 2	50% by March 5
75% by November 13	75% by April 16
100% by December 18	100% by May 13

If a student is enrolled in a yearlong class that counts for one (1) credit hour, then the student will complete 100-120 hours of coursework. The deadlines of completion will be as follows: 25% by October 4, 50% by December 18, 75% by March 5, and 100% by May 13.

G. E. D.

1. Students may officially withdraw from school at 16 years of age with parent permission.
2. At age 16 students can take G.E.D. classes and take the test with:
 - a. Parental permission
 - b. Official permission from the student's school district
3. At an alternative school, students may choose to work toward a high school diploma or G.E.D. at age 16.

SCHEDULES

We use the registration information from the enrollment process held during the spring of each school year to decide how many sections of each course we will need to serve all students who select each course. Once those decisions are made, we will assign teachers to each of those sections. In recent years we have had a large number of student requests for schedule changes at the beginning of each semester. This has become a problem because all of our sections and teacher assignments are already made.

Striving to eliminate the unnecessary schedule changes, yet providing the opportunity for valid change requests, the following will be regarded as justifiable reasons for change requests:

1. To correct enrollment error.
2. To correct graduation deficiencies.
3. To achieve class balance.
4. To make necessary changes due to summer school attendance.
5. To compensate for classes failed during the previous year.
6. To enable a student to meet requirements for post-secondary school admissions guidelines or program of student recommendation.
7. To provide for placement in special classes.

8. To implement changes in IEP's.
9. Other requests will be honored only in unusual circumstances after the Principal's approval.

Unless your request "fits" one of the aforementioned guidelines, we will not honor your request. Since this is the case, please be certain to carefully select the course you want to take. A careless choice during pre-enrollment could result in a problem for you in the fall, so please make wise choices and give each choice a good deal of thought. Appropriate deadlines for schedules changes will be established by the administration. All schedule changes are discouraged after the first week of school.

ACTIVITIES, EVENTS, EXTRACURRICULAR, FACILITIES

HOMECOMING POLICY

Homecoming will be held twice during the school year, once each in football and basketball season. Homecoming will be at a home event and will be scheduled at a time when a "spirit week" would be appropriate. Votes will be secret ballot and will be tallied by a member of the administration and a person designated by the principal. All votes will remain in the principal's office for the remainder of the school year.

The selection of the homecoming court will be determined in the following manner:

1. Football

- A. The football homecoming king shall be chosen by the varsity football team.
- B. All other senior football players in good standing shall be homecoming escorts.
- C. Football queen candidates shall be from the senior class and will be nominated by and voted for by the varsity football team.
- D. The candidate with the most votes will be named queen, while the nominees with the next three (3) highest votes will be senior attendants.
- E. Juniors, sophomores, and freshmen team members will nominate and select attendants from their individual classes. No girl can be on the football homecoming court 2 consecutive years with exception to their senior year.
- F. Each candidate and attendant must have attended Checotah schools for at least one year prior to the nomination.
- G. The homecoming court will meet in the Principal's office after the vote and will draw names to determine which students will walk together.
- H. The name of the king and queen will not be announced until the night coronation.
- I. The crown bearer and flower girl must attend Checotah schools and shall be picked from grades kindergarten - second grade. The boys will pick the crownbearer and the girls will pick the flowergirl.

2. Basketball

- A. All senior team members shall participate in basketball homecoming.
- B. Members of the boys basketball team will meet and vote for the basketball homecoming queen from a list of senior members of the girls basketball team.

- C. Members of the girls basketball team will meet and vote for the basketball king from a list of senior members of the boys basketball team.
- D. Juniors, sophomores, and freshmen will select one (1) attendant and escort from their individual classes.
- E. The crown bearer and flower girl must attend Checotah schools and must be picked from grades kindergarten - second grade. The boys will pick the crownbearer and the girls will pick the flowergirl.
- F. The homecoming court will meet in the principal's office the day after the vote and will draw names to determine which students will walk together.
- G. The name of the king and queen will not be announced until the night coronation.
- H. For the homecoming games the boys' game shall take place first, the girls' game shall be second.

Policies for homecoming sponsored by other clubs/organizations will be left up to the discretion of the sponsor/advisor

PROM POLICIES

CHS Prom is an event hosted by the Junior class for the Senior class each year. Prom is a school event and all policies and procedures on Checotah Public Schools apply to this event as well as the items listed below.

- Seniors of CHS are invited to attend at no charge.
- Juniors of CHS will have a fundraiser where they can raise a set amount to cover their ticket price or they can purchase their ticket to attend Prom during the specified dates
- Juniors and Seniors may purchase a ticket for a guest based on the following
The guest must be in the 10th, 11th, or 12th grade.

Guests who are not current students of CHS must have the required permission slip completed and returned to the principal for approval before a ticket may be purchased. The form requires a signature of a school administrator in which the student is currently enrolled and in good standing. https://drive.google.com/open?id=1RdF-P1GKcloQ5lX1I_xhZvACCKlAWZiD7xs2hJ5nG3A

- All guests of a Junior or Senior attending Prom must enter and have proof of identification (photo required) to enter.
- All guests of a Junior or Senior attending Prom must enter and exit the event together.
- All Juniors, Seniors, and guests must be academically eligible (this includes grades and AR points) to purchase a ticket and attend prom.
- All Juniors, Seniors, and guests must not owe any money or equipment to Checotah Schools in order to purchase a ticket.

No refunds will be given to a student who purchases a ticket and then becomes ineligible during the week of prom, nor will refunds be given to students who cannot attend due to other circumstances.

Ticket sales are as follows for Prom on April 17, 2027

Tickets will be sold from February 1, 2027, to March 4, 2027, in the amount of \$40.00

Tickets purchases from March 8, 2027, to March 12, 2027, will be \$100.00

No tickets will be sold to attend Prom after March 12, 2027.

Prom Committee

The Prom Committee is made up of students that volunteer from the Junior class. Students must volunteer and work at least two or more times in preparation of prom to be dismissed to decorate the day before prom. In order to be released to volunteer, you must meet the CHS Volunteer Policy. Please sign up with Mrs. Ortiz if you are interested in being a committee volunteer.

Committee members will be involved in and are responsible for the following:

- Planning meetings that will take place during WIN
- Decorating before and/or after school.
- The committee members must decorate the Friday before Prom and into the evening until decorations are complete, this can take until around midnight.
- The committee is expected to return on Sunday afternoon at 2:00 pm to clean up and stay until the cafeteria is set up and all supplies are put away. This usually only takes about 2 hours
- This is a volunteer committee, so all CHS policy requirements apply to participate.

Checotah Public Schools reserve the right to use a breathalyzer on students who are under suspicion of consuming alcohol. All search and seizure policies of the district are in effect.

STUDENT ACTIVITIES

List of Activities and Sponsors:

Checotah High School offers a variety of activities for its students. In addition to class period activities (band, vocal music, drama, etc.) there are a large number of extra-curricular groups, which meet after school, before school, or on lunch periods. Some of these groups are:

Varsity Cheerleaders*
Color Guard*
BPA
Future Farmers of America
FCCLA
National Honor Society*
Oklahoma Honor Society
Spanish Club
Student Council*
Art Club

Casey Bone
Ashley Hackler
Tara Dearman/Jennifer Dearman
Zachary Ilbery/Rusty Stonebarger
Indy Egan
Sheila Goad
Regan Foreman
Tonya Pruett
Sarah Dennis
Elisa Ortiz

*Students participating in these activities must meet specific academic requirements established for the organizations. Students should contact the sponsors of these organizations for further details.

SUPERVISION OF STUDENTS

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

FUND RAISING

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

ELIGIBILITY FOR PARTICIPATION IN STUDENT ACTIVITIES

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

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

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

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

ELIGIBILITY FOR PARTICIPATION IN VOLUNTEER ACTIVITIES

The following will be required for any student volunteering or assisting in events that require them to miss class. These events will include, but not limited to, blood drive, track meets, powerlifting, elementary school events, petting zoo, decorating or setting up for any school event, choir or band performances, etc. The sponsor of the event will be responsible for making sure all volunteers meet these requirements.

- Student must be in attendance that semester 90% of days in session or better, this will include doctor's notes, court dates, funerals.
- Student must have no grade lower than 70% during the current semester
- Student must have no more than three disciplinary referrals that semester.



CRITERIA FOR SELECTION OF CHEERLEADERS:

The purpose of the Checotah High School Cheerleading Squad is to promote school spirit, school pride and student and community support for the entire Checotah High Athletic Program.

*See cheerleading sponsors for a complete list of membership requirements and rules.

STUDENT DRUG TESTING PROGRAM FOR EXTRACURRICULAR ACTIVITIES

The Checotah Board of Education, in an effort to protect the health and safety of its students from illegal and /or performance –enhancing drug and abuse, thereby setting an example for all other students of the Checotah Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

PURPOSE AND INTENT

It is the desire of the board of education, administration, and staff that every student in the Checotah Public School District refrains from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting to opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Checotah Public School District regarding possession of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at Checotah Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: **A student under discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be illegible under reinstatement.**

The purpose of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of Illegal drug use of any kind is incompatible with participation in any extracurricular activity on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 9-12.

DEFINITIONS:

1. **Student athlete or athlete** means a member of the high school district sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and participants are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance enhancing drug or the metabolites therefore in a person's urine.
4. **Random test** are given monthly during the month of: August, September, October, November, December, January, February, March, and April.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
 - a. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
 - b. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. **Follow up test** can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. **Illegal drugs** means any substance which an individual may not sell, possess, use distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. **Performance-enhancing drugs** include anabolic steroids, and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions.
9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. **Self-Referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

PROCEDURES

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance will be included as a part of the physical examination.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent from which must be read, signed, and dated by the student, parent, or legal guardian, before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the students enroll in an extracurricular activity; (b) as chosen by the random selection basis and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance-enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a monthly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the students.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with the enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private

facility. The monitor shall not observe the student while the specimen is being produced, by the monitor shall be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medication he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by the child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school

CONFIDENTIALITY

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or legal guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the director or the lab. The school district will rely on the opinion of the laboratory which performed the test in determine whether the positive test results was produced test results was produced by other than consumption of a illegal drug or performance-enhancing drug. Under no circumstance will result from a drug test under this policy be turned over to any law enforcement officer or agency.

APPEAL

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent decision and the decision shall be conclusive in all reports. Any necessary interpretation or applications of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non appealable.

CONSEQUENCES

1. **First positive test** - The student will be suspended from participation in all extracurricular activities for 10 school days. The student and parent/guardian must attend counseling two times during the suspension period and one follow session. Counseling will consist of a sessions with Checotah High School school based social worker or counseling staff.
2. **Second Positive Test** - The student will be suspended from participation in any extracurricular activity for 45 school days.
3. **Third Positive Test**- The student will be suspended from participation in any extracurricular activity for 180 calendar days.
4. **Self-Referral** - A student who self-refers to the athletic director, principal, coach or sponsor before being notified to submit a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy and be required to retest as would a student who has test positive.
5. **Refusal to Submit to a Drug Test** - If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

Students who test positive will have to provide a negative follow up test before being allowed to return to participation.

Students who are unable or unwilling to submit a sample during the allotted testing time will be considered a positive test

The cost per test is subject to change and will be determined by the board of education on an annual basis.

ANNOUNCEMENTS

Official announcements will be made on the public address system. Every effort will be made to make announcements at the beginning of the WIN period daily.

Individuals and organizations desiring announcements to be made to student body must have them signed by the sponsor and sent in writing to the principal or designee by 12:00 noon on the day before they are to be announced on the public address system. (The principal must approve meetings of all organizations.)

ASSEMBLIES

All teachers will read these rules to the students before an assembly. Rules of good conduct at assemblies are as follows:

1. Find your seat promptly upon entering the auditorium or gymnasium.
2. Remain at attention during the presentation of the flag and the National Anthem.
3. If you are entering when the presentation of the flag begins, stop wherever you are.
4. Always stand for the school song.
5. The principal in charge of activities will provide the staff with assigned seating for their class at most assemblies.

Assemblies provide Checotah High School students an opportunity to demonstrate courtesy and to develop listening and other skills. They are an integral part of the student's educational experience and attendance is compulsory unless exceptions are made by the administration. Unauthorized absence from assemblies will be considered truancy and will be treated as such. Students should be aware of the direct relationship between their behavior and the number of assemblies held

CARE OF PREMISES

Receptacles are placed near all entrances to campus buildings as well as at other strategic locations. Students are asked to place discarded litter in the appropriate container. The physical appearance of our building establishes an impression of us to our visitors. Let's do our best to keep it neat and clean.

LOCKERS

All students will be assigned lockers. These lockers are provided for the safekeeping of school materials, outdoor clothing, and gym materials. The lockers are to be kept neat and clean and locked at all times. They are not for the general storage of personal property. Checks will be made throughout the year.

In order to maintain discipline and to ensure the proper functioning of the educational process, school personnel must have access at all times to all school property, including lockers, desks, etc., assigned to students.

Although students have privacy rights in their locker or desk contents as against other students, they do not have privacy rights to their lockers or desks as against school administrators or teachers. School officials will have access to lockers or desks periodically for cleaning purposes and to locate overdue library and class materials. In addition, school officials may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

***Lockers are provided as a convenience. They are not theft proof; please do not leave money or other valuables in your lockers. Lockers will be locked at all times. Failure to keep lockers locked will result in disciplinary action.**

REMEMBER DO NOT SHARE LOCKERS – DO NOT SHARE LOCK COMBINATIONS

Disciplinary action will be taken against any student who is found guilty of tampering with another student's locker.

*A "jammed locker" **IS NOT** an excuse for being tardy to class. Report to your class and teacher to get permission to go to the custodian's office for locker assistance. These tardies count on semester tardies.

TEXTBOOKS AND SUPPLIES

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

The STUDENT will purchase certain materials, such as gym clothes.

MEDIA CENTER REGULATIONS

The Media Center is open for student use from 7:55 a.m. to 3:04 p.m. each school day. Materials are checked out for two weeks and may be renewed once, unless the material has been reserved by someone else. Students are permitted two books each. Reference materials may be checked out only with librarian's permission. If materials are lost or damaged, students are responsible for paying replacement costs plus a \$5.00 processing fee. Students with overdue books will be denied media center privileges.

Students may come from the classroom to the media center during the school day. Students who have a research assignment from a class should obtain a media center pass from the teacher. Students coming from a class must sign in upon arriving in the media center. Students must sign in with the librarian to use the computers.

The librarian is available to help students locate needed information and resources. Do not hesitate to ask the librarian for assistance.

CLASS DANCES

Only students enrolled in Checotah Schools may attend school-sponsored dances unless the principal grants special permission. Parents of students involved, as well as teachers, will act as chaperons. These dances are for students in grades 9 through 12 ONLY.

NUTRITION PROGRAM

BREAKFAST/LUNCH PROGRAM

Students are encouraged to review their eligibility for free or reduced lunches. Applications and information are available in the Principal's office. Completed forms should be returned Child Nutrition Office located at 491 West Paul Carr Drive promptly. Student eligibility will be reviewed as soon as possible and a decision will be provided notification. Several federal programs are determined by the number of free and/or reduced meal applications on file in our school. We encourage all parents/guardians to complete the necessary application and return it to the Child Nutrition office even if your student never plans to use the service.

Breakfast and lunch will be served at no charge to all students during the 2025-26

In accordance with the federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington, D.C. 20250-0410, or call (202) 720-5694 (voice and TDD). USDA is an equal opportunity employer.

LUNCH TIME

FIRST LUNCH: 11:06 am.-11:36am.
SECOND LUNCH: 11:58 am.-12:28 pm.

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

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

TRANSPORTATION/PARKING

TRANSPORTATION

1. Buses

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

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

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

Students who are riding a bus home with another student must obtain a bus pass from the office prior to 1:00 pm. Both the parent receiving the student and the student's parent who is riding home with another student must contact the office and provide permission to allow the student to receive the bus pass.

TRANSPORTATION TO ACTIVITIES

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

When Leaving the Bus

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

BUS DISCIPLINE

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

- **Verbal warning by bus driver**
- **Assigned seat for a minimum of 3 days. Bus drivers may assign seats to any or all students for any length of time for any reason**
- **Parent contact**
- **Bus incident report will be submitted to the administrator in charge of bus discipline. This may mean loss of bus riding privileges**

Second Incident Report may result in a 10-day suspension of bus privileges. Third Incident Report could result in 45 days or more suspensions. Subsequent offenses will be dealt with more severely and may result in a permanent loss of riding privilege.

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

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

Questions or concerns regarding the transportation of students should be directed to the Transportation Department of the Checotah School District (473-8005).

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

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

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

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

BUS RIDER SAFETY RULES

Before Bus Arrives

1. Arrive at the bus stop 5 minutes before the bus is due. Dress appropriately for the weather. You may have to wait in the rain or cold.
2. Wait for the bus in a safe place, stand 10 feet back from the roadway and wait until the bus comes to a stop before approaching.
3. Form a single line and enter the bus in an orderly manner without pushing or shoving.
4. When entering or exiting the bus, always use the handrail.
5. Once you have entered the bus, find a seat quickly.
6. Carry belongings in a backpack or book bag and if something falls under or around the bus, tell the driver. Never try to pick it up yourself.

While on the Bus

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

PARKING/TRAFFIC REGULATIONS

With the large number of vehicles on campus, it is essential that there be orderly parking and cautious driving while on CHS premises. Therefore, all persons operating motor vehicles on CHS premises are expected to abide by and conform to the current traffic and parking regulations.

School Laws of Oklahoma allow school authorities to establish safety and parking regulations, set and charge a parking fee, and enforce established traffic parking regulations, to include the exclusion of any person from operating a motor vehicle while on school premises who fails to abide by regulations set down by school authorities. In addition, City of Checotah Police may issue citations for violations of parking regulations at Checotah High School.

Following are listed guidelines and regulations governing driving/parking at Checotah High School.

1. There are designated student parking lots.
2. Parking permits may be obtained from the office.
3. To obtain a parking permit, students must show:
 - a. A valid Oklahoma Driver's License
 - b. Current proof of insurance

Students will be given a maximum of two (2) weeks to obtain a parking permit.

4. Any vehicle displaying a permit other than that registered with the school will be considered a violation of the regulations.
5. Persons parking on campus are advised to obey all traffic/parking regulations in order to avoid unnecessary expenses or inconveniences such as citations and loss of parking privileges.
6. Moving violations will be sufficient cause to suspend a vehicle from campus without prior warning
Moving violations include but are not limited to reckless or careless driving, speeding and/or driving off the normal roadway. On campus speed limit is 5 MPH.
7. All persons are advised to lock their vehicles.
8. **STUDENTS ARE NOT TO LOITER IN THE PARKING AREAS AND ARE NOT TO SIT IN OR ON PARKED CARS ON CAMPUS.**
9. Any difficulties associated with motor vehicles while on campus should be immediately reported to the principal or assistant principal
10. Vehicles that are parked on the campus during the period of time in which they are suspended will be towed at owners expense
11. If a student is involved in a non-injury accident, it must be reported to the office.
Checotah High School is not responsible for any damages

Supervisors on duty or an administrator will handle parking Violations in the following manner:

- **First offense:** Temporary driving/parking suspension
- **Subsequent violations** may result in loss of driving/parking privileges for the current semester or school year
- **Flagrant violation** may result in driving/parking suspension upon the first offense.

Any student who drives a vehicle to school is subject to a vehicle search upon "reasonable suspicion" while on school property. Students who refuse to allow a search of their vehicle are subject to disciplinary action, including but not limited to, denial of the right to drive the vehicle to school, suspension and other such disciplinary action as deemed appropriate.

EMERGENCY PROCEDURES AND GENERAL INFORMATION

EMERGENCY PROCEDURES

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

The **Fire Alert** is a voice activated warning states to exit the building immediately and flashing lights.

The **Tornado Alert** is a voice activated warning that states “take cover” over the intercom system.

The **All Clear** will be announced by intercom. Written procedures will be posted in each classroom.

MEDICATION/FIRST AID

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

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

Self-administration of asthma medication by students will be permitted only with approval of the school nurse.

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

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

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

IDENTIFICATION

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

SCHOOL CLOSINGS

In the event that it is necessary to close the school the following radio and television stations will be notified. Parents will be notified through the school's phone notification system, Facebook and the following:

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

In the event school has to be closed early, it is necessary that all students know what to do or where to go.

TELEPHONES

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

VISITORS

Checotah High school encourages visitation by parents, guardians and interested citizens. The following guidelines should be observed:

1. All visitors must register in the office and state the purpose of such visitation.
2. The building principal and/or his/her designee will have the prerogative to approve or disapprove a visit based on the stated purpose for the visit.
3. At the discretion of the principal and/or his/her designee, the visitor may be requested to wear a nametag while a guest of the school.
4. No visitor is permitted to see a student or a teacher in the classroom.
5. All visits by pupils from other schools or persons interested only in personal visits with Checotah High School students or teachers ARE PROHIBITED.
6. Students will not be called from class to see visitors.
7. INFANTS ARE NOT ALLOWED BEYOND THE MAIN OFFICE except those attending a special class day function or in the present of a parent attending a school function

WORK PERMITS

Employment certificates for students who live in Checotah School District I-19 are available through the principal's office at Checotah High School.

NOTIFICATIONS

POLICY NOTIFICATION

It is the policy of the Checotah Public Schools to provide equal opportunities without regard to race, color, national origin, sex, sexual orientation, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of this policy may be referred to:

Mr. Ryan Ambrose
Compliance Coordinator
Checotah Public Schools
320 West Jefferson
Checotah, Oklahoma, 74426
Phone: 918-473-5610

NONDISCRIMINATION STATEMENT

Checotah Public Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Checotah Public Schools forbids sex discrimination or sex-based harassment of students. The following person has been designated to handle inquiries and grievance procedures, providing prompt and equitable resolution of complaints made by students, employees, or other individuals participating or attempting to participate in its education program or activity regarding the non-discrimination policies:

Jennifer Campbell
HS Principal, Title IX Coordinator
Or Kim Blizzard, Assistant Title IX Coordinator
491 West Paul Carr Drive
Checotah, OK 74426
Phone: 918-473-9100
Email: jlcampbell@checotah.k12.ok.us

For further information on notice of nondiscrimination, visit U.S. Department of Education Contact Information for the address and phone number of the office that serves your area, or call 1-800-421-3481.

CAREER AND TECHNICAL EDUCATION

Career and technical education is offered to all students at the high school in the following areas: Agricultural Education, Business and Information Technology, Family and Consumer Science. Students in 11th and 12th grade may participate tuition-free in technical training programs at Indian Capital Technology Center. Inquiries concerning this policy may be directed to the Superintendent:

Mr. Ryan Ambrose, Superintendent
320 West Jefferson
Checotah, Oklahoma 74426
Phone: 918-473-5610

CHILD FIND NOTICE

Checotah Public Schools is consistently in search of handicapped individuals who may benefit by Special Education. Public Law 94-142, which was passed by Congress in 1976 insures the handicapped a right to a free and appropriate public school education. We serve persons from birth to age 21. If you have or know of a child who might benefit from this service, please contact Janie Underhill, Director of Special Services, 491 W Paul Carr Drive, Checotah, OK 74426, telephone number 918-473-9100.

NOTIFICATION OF RIGHTS UNDER FERPA

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

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure

to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another, school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that Administers FERPA are: Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, Southwest Washington, D.C. 20202-4605

More information may be obtained by contacting Janie Underhill, Director of Secondary Special Services for Checotah Public Schools. Phone: (918) 473-9100.

PARENTS RIGHT-TO-KNOW

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

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

PRAYER IN PUBLIC SCHOOLS

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

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

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

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

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

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

*Events such as baccalaureate, Senior Sunrise/Sunset, and Wildcat Welcome are not school sponsored events.

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

ASBESTOS STATEMENT

Dear Parent/Guardian;

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

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

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

DIRECTORY INFORMATION

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

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

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

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

FORMS AND INFORMATION

MENINGITIS INFORMATION SHEET

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage,
- Hearing loss,
- Amputation of arms or legs,
- Learning disabilities, or
- Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- *Neisseria meningitidis*
- *Streptococcus pneumoniae*,
- Group B streptococcal disease, and
- *Haemophilus influenzae* type B (Hib).

This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-git-it-dis), which is rare but especially risky for people of certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as "meningococcal disease" (men-IN-joh-koh-ul disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system

problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop

a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine;

and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information?

For more information, contact your healthcare provider or local county health department or visit these web sites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>



This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)



Oklahoma State Department of Education

VACCINATION REQUIREMENTS

Guide to Immunization Requirements in Oklahoma: 2023-24 School Year



All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. Please read the bullets below for essential information.

Age/Grade	Required Immunizations with Cumulative Doses required	Recommended Immunizations
Child Care <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) 1-4 Hib (<i>Haemophilus influenza</i> type B) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
7th-12th	1 Tdap (tetanus, diphtheria, pertussis) 5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCv4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

The current childhood immunization schedule may be found at <https://www.cdc.gov/vaccines/schedules/index.html>.

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28-day minimum interval between doses of live vaccines not administered on the same day.
- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series that are administered after the due date do not affect final immunity.
- Children may be allowed to attend child care and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
 - If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.
 - The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.
 - If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4th dose of IPV is not required.
 - Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
 - The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement.

For more information call the Immunization Service at (405) 426-8580 or visit our website at: <https://oklahoma.gov/health/immunizations>.

Revised 6/2/23 IMM 400

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

CHECOTAH BOARD OF EDUCATION	FLE
TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION It is the policy of the Checotah Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records. For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner. The school district will transfer and release confidential information in accordance with this policy to: (1) The Department of Human Services, (2) The Department of Mental Health and Substance Abuse Services, (3) The State Department of Health, (4) The State Department of Education, (5) The State Department of Career and Technology Education, (6) The Oklahoma Commission on Children and Youth, (7) The J.D. McCarty Center for Handicapped Children, (8) The Department of Corrections, (9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family, (10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8), (11) Statutorily-constituted juvenile bureaus, and (12) Other school districts upon their request and in compliance with state law. Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.	
<i>Adoption Date: 11/12/13</i>	<i>Revision Date(s):</i>
<i>Page 1 of 2</i>	

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge \$.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

REFERENCE: 10 O.S. §620.1, et seq.
10 O.S. §7001-1.3
70 O.S. §24-101.4

THIS POLICY REQUIRED BY LAW.

Adoption Date: 11/12/13

Revision Date(s):

Page 2 of 2

STUDENT RECORDS POLICY

CHECOTAH BOARD OF EDUCATION		FL
STUDENT RECORDS		
It is the policy of the Checotah Board of Education that the principal of each school will be the legal custodian of all student records for that school. Students and parents will have access to their school records. The school will notify parents and adult students annually of the following: 1. The type of records kept; 2. The procedure for inspecting and copying these records; 3. The right for interpretation; 4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement; 5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented. The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition. The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel. When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release. The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness. The district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of the educational programs of the school district. In such case, the district will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided for the purposes of the study, audit, or evaluation of the educational program.		
<i>Adoption Date: September 14, 2015</i>	<i>Revision Date(s):</i>	<i>Page 1 of 2</i>

STUDENT RECORDS (Cont.)

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

REFERENCE: 34 CFR 99.1
18 USC §§2331 and 2332(g)(5)(B)
20 USC 1232
P. L. 107-110, No Child Left Behind Act of 2001
51 O.S. §24A.16
70 O.S. §6-115
70 O.S. §24.101.4
70 O.S. §24-114

THIS POLICY REQUIRED FOR ACCREDITATION

Adoption Date: September 14, 2015

Revision Date(s):

Page 2 of 2

TITLE I PARENT INVOLVEMENT

CHECOTAH BOARD OF EDUCATION		EHBDB
TITLE I PARENT INVOLVEMENT The Checotah Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education. Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved. In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with: 1. Information about programs provided under Title I; 2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; 3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and 4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level. Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs. The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school. Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:		
<i>Adoption Date: October 1, 2013</i>		<i>Revision Date(s):</i>
		<i>Page 1 of 2</i>

TITLE I PARENT INVOLVEMENT (Cont.)

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

REFERENCE: P. L. 103-382, Improving America's Schools Act
P. L. 107-110, No Child Left Behind Act of 2001

***THIS POLICY REQUIRED BY THE
NO CHILD LEFT BEHIND ACT.***

Adoption Date: October 1, 2013

Revision Date(s):

Page 2 of 2

STUDENT INTERNET AGREEMENT FORM

CHECOTAH PUBLIC SCHOOL POLICY, TERMS AND CONDITIONS FOR USE OF INTERNET User Agreement

THE FOLLOWING IS A LEGALLY BINDING DOCUMENT PLEASE READ CAREFULLY BEFORE SIGNING.

INTRODUCTION

Internet access is now available to school personnel in Checotah Public School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the Checotah Public Schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Checotah Public Schools will have access to:

1. electronic mail communication with people all over the world;
2. information and news as well as the opportunity to correspond with the scientists at NASA and other research institutions;
3. shared, world-wide educational projects;
4. access to many University Library Catalogs, the Library of Congress, the United Nations and other resources around the world.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Checotah Public Schools has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrial user may discover controversial information. We firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Checotah Public School System.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If Checotah Public School System user violates any of the provisions, his or her access will be terminated and future access could possibly be denied. The signature (s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

TERMS AND CONDITIONS

1. **ACCEPTABLE USE** – The purpose of Internet connection is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and research and consistent with the educational objectives of the Checotah Public School System. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited.
2. **PRIVILEGES** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will be a part of a discussion with a faculty member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administration, faculty and staff of Checotah Public Schools may request the system administrator deny, revoke or suspend specific user accounts.

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3. **NETIQUETTE** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
- Be polite. Do not get abusive in your messages to others.
 - Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - Do not reveal your personal address or phone number or those of fellow students or school personnel.
 - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Do not use the network in such a way that you would disrupt the use of the network by other users.
 - All communications and information accessible via the network should be assumed to be private property.
4. **WARRANTIES** – The Checotah Public School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Checotah Public School System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Checotah Public Schools is at your own risk. The Checotah Public School System specifically denies any responsibility for the accuracy or quality of information obtained through this service.
6. **SECURITY** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual. Attempts to log in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
8. **VANDALISM** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the about listed or other networks that are connected to the Internet backbone. This includes, but not limited to, the uploading, downloading or creation of computer viruses.
7. **EXCEPTION OF TERMS AND CONDITIONS** – All terms and conditions as stated in this document are applicable to the Checotah Public School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.
8. **CHILDREN'S INTERNET PROTECTION ACT** – Passed by Congress December 2000, known as CIPA from this point on. The law states that all computer workstations that can access the Internet must have some type of blocking or filtering technology in place. Checotah Public Schools has this system in place and uses a SonicWall Firewall and its software for the Web and filtering for Email. The school's Director of Technology oversees this operation and keeps the system updated. This filtering includes students, staff, administration, and patron workstations accessed by minors or adults. This law requires the filtering of visual depictions of
1. Obscenity
 2. Child pornography
 3. Materials harmful to minors
- The CIPA requires that Checotah Public Schools filter all types of electronic communications that include Email, Chat room, or any other form of electronic communications use in this school system.

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9. **WORLD WIDE WEB PUBLISHING** – As part of our Internet program here at Checotah Schools, we are adding student work to our website located at <http://checotah.k12.ok.us>. In order to publish student artwork, writing, photos or other work, we need to have parent or legal guardian permission.

These guidelines will be followed:

- No personal information about the students, such as last name, home address or telephone numbers will be published.
- All student work will appear with a copyright notice prohibiting the copying of students work and/or photos without express written permission.
- If anyone should request such permission, those requests will be forwarded to the child and their parents/guardians.
- The copyright of the work will still belong to the student.
- A copy of all student work that is published to the Internet will be printed and sent home for parents to see.
- Ability to download or copy images from the website will be restricted.

**CHECOTAH SCHOOLS
INTERNET STUDENT DISCIPLINE POLICY**

Student use of the Internet will be supervised by staff, but abuse and inappropriate use can happen. You and your child have read and signed an Internet Use Agreement promising to adhere to the rules and regulations regarding Internet use in his/her school. This is to inform you that students caught violating the Checotah Public Schools Internet Use Policy is subject to disciplinary action based on the offense.

Disciplinary consequences may include the following actions:

1. Temporary loss of Internet privileges for specified time period.
2. Permanent loss of Internet privileges.
3. School detention, Intervention Program, Suspension from schools and monetary repayment for damages.

As with any school violations, you and your child will be notified if consequences are assigned by the Administration.

SIGNATURES FOR STUDENT INTERNET AGREEMENT FORMS ARE NOW PART OF THE ONLINE
ENROLLMENT FORM ON THE CHECOTAH PUBLIC SCHOOLS' WEBSITE AT
WWW.CHECOTAH.K12.OK.US

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STUDENT AND PARENT CONSENT FOR DRUG TESTING FORM

Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing for Students Participating or Intending to Participate in Extracurricular Activities

Student Name (Print): _____

As a parent or guardian of a student enrolled at Checotah High School I have read and understand the district's drug testing policy; which applies to student athletes as well as students involved in extracurricular activities in grades 9-12.

Because my child participates in grades 9-12 athletics and/or extracurricular activities, I hereby voluntarily consent on behalf of my student that in order for him/her to participate in such activities, my student will submit to drug urine testing. We agree to be subjected to the terms of the drug testing board policy. We accept the method of obtaining urine samples, testing and analysis of such samples, and all other aspects as controlled by the testing vendor.

I also understand that while my child cannot be compelled to produce a specimen, the giving of a specimen which requested by the district is a condition of athletic activities and/or extracurricular activities.

I understand that if a test of my child's specimen reveals an unexplained presence of drugs, the district will withdraw the privilege of participating in these activities as detailed within the district policy. I understand that refusal to submit to a test will have the same consequences as if my child tested positive.

I authorize the officers, employees, and agents of the district to communicate and share information with each other regarding my child's test results. I understand that these results will also be available to me upon request.

Parent/Guardian Name (Please Print)

Consenting Parent/Guardian Signature

Date

Consenting Student Signature

Date

STUDENT CONDUCT CONTRACT AND PLEDGE

CHECOTAH SCHOOL DISTRICT STUDENT CONDUCT CONTRACT AND PLEDGE IN ORDER TO PARTICIPATE IN DISTRICT EXTRACURRICULAR ACTIVITIES

I understand that participating in ALL Checotah School District sponsored extracurricular activities is a privilege and not a right. As such, I understand and agree that as to all Checotah School District sponsored extracurricular activities I represent not only myself, but the Checotah School District as well. I understand that the expectations of my behavior and performance, at all times, including but not limited to my behavior and conduct at and away from school and at all times, night and day, are to be exemplary. Furthermore, I agree that during all extracurricular activities, I will abide by the code of student conduct as set forth by the School District.

As a participant in Checotah School District's extracurricular activities, I am expected to be a model citizen; someone my family, my teammates, my coaches/sponsors and everyone associated with my participation can be proud. I understand and agree that the superintendent of schools or the superintendent's designee, in their sole judgment and discretion, may revoke or suspend my privilege to participate in extracurricular activities if they deem such action to be appropriate and in the best interests of the Checotah School District. Such action shall be final and unappealable.

Dismissal or suspension from Extracurricular Activities can occur for inappropriate conduct including but not limited to the following:

1. Immorality, profanity, or obscenity. This includes all social media.
2. Bullying, Hazing, Discrimination or any similar conduct
3. Stealing or Cheating
4. Consistent violation of handbook or team rules
5. Possession, Threat, or use of a dangerous weapon
6. Assault and Battery
7. Destruction of school property
8. Possession or use of any illegal narcotic or drug, alcohol, or tobacco
9. Disrespectful towards a coach, official, teammate, opponent, or any person of authority
10. Habitual tardiness or absence
11. Other as determined by the athletic director, or administration.

Finally, I understand that in order to participate in any Checotah School District sponsored extracurricular activities, I and one of my parents/guardians must sign this Contract and Pledge.

Print Student Name _____

Student Signature _____ Date: _____

Print Parent/Guardian Name _____

Parent Signature _____ Date: _____

CONCUSSION FACTS FOR PARENTS AND CAREGIVERS

https://ossaaillustrated.com/wp-content/uploads/2022/08/MF_2020-21_ConcussionParentsInfo-1-compressed.pdf

Concussion Facts Parents & Caregivers



What is a concussion?

When an athlete gets their "bell rung" or gets "lit up" they have suffered a concussion. Concussions are a type of *traumatic brain injury (TBI)*. When a child or adolescent sustains a concussion, their brain may bounce or twist inside the skull, sometimes stretching or damaging brain cells and causing chemical changes within the brain. This movement interrupts the brain's functioning and can impact your child physically, emotionally, cognitively, and behaviorally.



How do concussions happen?

Concussions are caused by a bump, blow, hit, or jolt to the head or body that moves the head and brain rapidly back and forth. Common causes are falls and being hit against or by another person or object. Your child's head does not have to be struck to cause a concussion - a body-to-body hit has the potential to cause a concussion.



Can concussion risk be reduced?

YES! There are ways to reduce your child's risk of a concussion. Talk to your child about practicing good sportsmanship and following coaches' instructions for safe game play. Make sure bicycle, athletic, and ATV helmets fit properly and are worn consistently. While a helmet doesn't prevent a concussion, it does protect your child's head from more severe head injuries. Make sure your child's school and sports organizations have established concussion policies and protocols; they should have procedures in place for coach training and returning to learn and play after a concussion.



Can my child keep playing after a concussion?

The brain needs time to heal after a concussion. A youth athlete who *continues to play* or who *returns to play too soon* - before the brain has finished healing - has a greater chance of getting another concussion. **A repeat concussion that occurs while the brain is still healing can be very serious and can affect a child for a lifetime. It can even be fatal.** If you suspect your child has sustained a concussion during a practice or a game, make sure they are **immediately** removed from play. Do **not** allow your child to return to play on the same day as the injury.



SIGNS AND SYMPTOMS

There are many signs and symptoms of a concussion. **Concussion symptoms may appear minutes, hours, or days after the initial injury.** Symptoms may be physical, emotional, behavioral, or cognitive (affect thinking). You may observe these signs in your child or your child may report symptoms to you.

Physical

- Headache or pressure in the head
- Dizziness, balance problems
- Nausea or vomiting
- Sensitivity to noise, ringing in ears
- Sensitivity to light, blurry or double vision
- Feels tired
- Tingling
- Does not "feel right"
- Seems dazed, stunned

Emotional/Behavioral

- Becomes irritable
- Becomes sad or depressed
- More emotional than usual
- Anxious or nervous
- Personality or behavioral changes, such as becoming impulsive

Cognitive

- Trouble thinking clearly
- Trouble concentrating
- Trouble remembering, can't recall events before or after the hit
- Feels sluggish, hazy, foggy, or groggy
- Feels "slowed down"
- Repeats questions or answers questions more slowly
- Confusion
- Forgets routine things

DANGER SIGNS

If one or more of these signs emerges after a hit to the head or body, **IMMEDIATELY** call 911 or take your child to the nearest emergency room.

- One pupil larger than the other
- Drowsy or cannot wake up
- Headache that gets worse and does not go away
- Slurred speech, weakness, numbness
- Decreased coordination
- Loss of consciousness
- Repeated vomiting or ongoing nausea
- Shaking or twitching (convulsions or seizures)
- Unusual behavior, increased confusion, restlessness, or agitation

Learn more: concussion.health.ok.gov | 405.271.3430

This publication was supported by Cooperative Agreement 5 N01CE000403-04-00 funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services. This publication was issued by the Oklahoma State Department of Health (OSDH), an equal opportunity employer and provider. 6,000 copies were printed by DocuTech at a cost of \$1,800. A digital file has been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries in compliance with section 3-114 of Title 65 of the Oklahoma Statutes and is available for download at www.documets.ok.gov. | www.health.ok.gov, July 2020



OKLAHOMA
State Department
of Health



RETURN TO PLAY:

BACK TO SPORTS AFTER A CONCUSSION



Before you begin:



An athlete's progression through the return to play protocol should be monitored by a designated return to play case manager, such as a coach, athletic trainer, or school nurse.



Each step should take a *minimum* of 24 hours; it should take at least one week to proceed through the full return to play protocol. This process can take several weeks or months, depending on the individual and the injury.



If concussion symptoms return at any step during the return to play process, the protocol must be stopped. The athlete may only resume return to play activities when they have been symptom-free for a *minimum* of 24 hours. Return to play progression must resume at the step *before* symptoms reemerged.

Example: An athlete going through return to play protocol has progressed to Step 5 (practice and contact) when concussion symptoms return. Return to play activities must be halted until the symptoms stop and remain absent for at least 24 hours. At that point, the return to play protocol resumes; however, the athlete restarts at Step 4 (heavy non-contact activity), the step before concussion symptoms reemerged.

WHEN IN DOUBT, SIT THEM OUT

Athletes should not begin the return to play protocol on the same day of the injury. A licensed health care professional must evaluate the athlete and provide written clearance for the athlete to return to activity. Continuing to play, or returning to play too soon, after a concussion increases the chances of sustaining another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime.

It can even be fatal.

SUDDEN CARDIAC ARREST AWARENESS INFORMATION SHEET



Sudden Cardiac Arrest Information Sheet for Student Athletes and Parents/Guardians

What is Sudden Cardiac Arrest?

Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop pumping adequately. When this happens, blood stops flowing to the brain and other vital organs, and, if left untreated, can quickly result in death.

How common is Sudden Cardiac Arrest?

While SCA in student athletes is rare, it is the leading medical cause of death in young athletes. The chance of SCA occurring to any individual student athlete is estimated to be about one in 80,000 to 100,000 per year.

What causes Sudden Cardiac Arrest in student athletes?

SCA is caused by several structural and electrical conditions of the heart. These conditions predispose an individual to have an abnormal heart rhythm. SCA is more likely during exercise or physical activity, placing student athletes with undiagnosed heart conditions at greater risk. Some of these conditions are listed below.

- **Inherited conditions present at birth of the heart muscle** (passed on from family): Hypertrophic Cardiomyopathy (HCM), Arrhythmogenic Right Ventricular Cardiomyopathy (ARVC), and Marfan Syndrome
- **Inherited conditions present at birth of the electrical system:** Long QT Syndrome (LQTS), Catecholaminergic Polymorphic Ventricular Tachycardia, and Brugada Syndrome (BrS)
- **Noninherited conditions** (not passed on from the family, but still present at birth): Coronary artery abnormalities, Aortic valve abnormalities, Non-compaction Cardiomyopathy, and Wolff-Parkinson-White Syndrome (occurs from an extra conducting fiber in the heart's electrical system)
- **Conditions not present at birth but acquired later in life:** Commotio Cordis (occurs from a direct blow to the chest), Myocarditis (infection or inflammation of the heart), and Recreational/Performance Drug Use
- **Idiopathic:** Sometimes the underlying cause of Sudden Cardiac Arrest is unknown, even after autopsy.

What are the warning signs that Sudden Cardiac Arrest may occur?

- **Fainting, passing out, or seizure** - especially during or right after exercise
- **Chest pain or discomfort** - especially with exercise
- **Excessive Shortness of breath** - with exercise
- **Racing heart or irregular heartbeat** - with no apparent reason
- **Dizziness or lightheadedness** - especially with exercise
- **Unusual Fatigue/Weakness** - with exercise
- **Fainting** - from emotional excitement, emotional distress, or being startled
- **Family history of sudden cardiac arrest prior to the age of 50**

While a heart condition may have no warning signs, in more than a third of sudden cardiac deaths, there were warning signs that were not reported to an adult or taken seriously. If any of the above warning signs are present, a cardiac evaluation by a qualified health care provider such as a physician, physician assistant, or advanced practice nurse is recommended. If the health care provider has concerns, a referral to a pediatric cardiologist is recommended.

What are the risks of practicing or playing after experiencing SCA warning signs?

Ignoring such signs and continuing to play could be catastrophic and result in sudden cardiac death. Taking these warning symptoms seriously and seeking timely appropriate medical care can prevent serious and possibly fatal consequences.

OK State Department of Health and OK State Department of Education: Sudden Cardiac Arrest Information Sheet and Acknowledgement Statement
Revised 7/20/2017

When is a student athlete required to be removed from play?

Any student who collapses or faints while participating in an athletic activity is required by law to be removed by the coach from participation at that time.

What is required for a student athlete to return to play?

Any student who is removed or prevented from participating in an athletic activity is not allowed to return to participation until evaluated and cleared for return to participation in writing by a qualified health care provider such as a physician, physician assistant, or advanced practice nurse is recommended. If the health care provider has concerns, a referral to a pediatric cardiologist is recommended.

What are the current recommendations for screening student athletes?

A complete annual sports preparticipation examination based on recommendations from the American Heart Association (AHA), American Academy of Pediatrics (AAP) and American College of Cardiology (ACC) is the cornerstone of screening for preventable causes of SCA. Each year student athletes in Oklahoma are required to have a Sports Preparticipation Physical Examination based on these recommendations completed by a health care provider such as a physician, physician's assistant, or advanced nurse practitioner and filed with the student athlete's school prior to beginning practice. The Sports Preparticipation Examination includes a personal and family health history to screen for risk factors or warning signs of SCA and measurement of blood pressure and a careful listening to the heart, especially for murmurs and rhythm abnormalities.

Noninvasive testing such as an electrocardiogram (ECG) or echocardiogram (ECHO) may be utilized by your health care provider if the sports preparticipation examination reveals an indication for these tests. Screening using an ECG and/or ECHO is available to student athletes as an option from their personal health care provider, but is not mandatory, and is generally not routinely recommended by either the AHA, AAP or ACC.

What is the treatment for Sudden Cardiac Arrest?

- **RECOGNIZE Sudden Cardiac Arrest**
 - Collapsed and unresponsive
 - Abnormal breathing
 - Seizure-like activity
- **CALL 9-1-1**
 - Call for help and for an AED
- **CPR**
 - Begin chest compressions
 - Push hard/fast (100/min)
- **AED**
 - Use an AED as soon as possible
- **CONTINUE CARE**
 - Continue CPR and AED until EMS arrives

All schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gasping). Time is critical and an immediate response is vital. An AED should be placed in a location that is readily accessible. AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restart a normal heart rhythm.

Remember, to save a life: recognize SCA, call 9-1-1, begin CPR, and use an AED as soon as possible!

SCHOOL HEALTH GUIDE POLICY

CHECOTAH BOARD OF EDUCATION			FFAA-E
SCHOOL HEALTH GUIDE			
COMMUNICABLE DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	MAY RETURN TO SCHOOL WHEN
CHICKEN POX	14 - 21 days	1 day before rash & until lesions have crusted	All scabs should be dry and hard but not necessarily off.
FIFTH DISEASE <i>Pregnant women should contact their doctor if exposed to this disease.</i>	4 - 21 days	Greatest before onset of rash and while fever is present.	Any student with a temperature of 100 degrees will be considered contagious and should be excluded from school until fever free for 24 hours or with a doctor's note to reenter school.
IMPETIGO	2 - 10 days	Until all lesions are healed. Should see doctor if lesions on face.	When student has been on treatment for 24 hours. Physician release necessary for return to school. Lesions must be covered.
LICE	Variable	Until lice and eggs are destroyed.	Written permission from a health professional is received. (Required by law when lice are identified at school.)
INFECTIOUS MONO	30 - 50 days	Unknown	On advice of physician. Exclude while symptomatically ill (fever, sore throat, etc.)
INFLUENZA A or B or H1N1	1 - 4 days	3 - 4 days	Must be excluded while symptomatically ill and until 24 hours fever free without the use of anti-fever medication.
MRSA/STAPH INFECTIONS	Variable Commonly 1 - 10 days	Active non-treated drainage is infectious.	May stay in school as long as lesion is being treated and is kept covered, unless otherwise directed by a physician.
MEASLES (Rubeola)	8 - 14 days	4 days before rash appears to 4 days after onset of rash	Upon receipt of doctor's release note from doctor
MUMPS	14 - 21 days	6 days before to 9 days after symptoms or swelling appear.	10 days after onset of symptoms with written permission from doctor or public health agency.
PINK EYE (Bacterial Conjunctivitis)	24 - 72 hours	During course of active infection.	24 hours after treatment is begun.
RINGWORM	Variable	As long as lesions are present and untreated.	As long as lesion is being treated with antifungal ointment. Cover if possible.
RUBELLA	14 - 21 days	7 days before and 4 days after rash appears.	5 days after onset of rash with written permission from doctor or public health agency.
Adoption Date: November 7, 2022		Revision Date(s):	Page 1 of 2

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SCHOOL HEALTH GUIDE (Cont.)	
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SCABIES	2 - 6 weeks - 1st time. 1 - 4 days subsequent times.	Until mites and eggs are destroyed.	When recommended treatment is complete.
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STREP THROAT, SCARLET FEVER, SCARLETINA	1 - 3 days	Variable	48 hours after treatment begins or with written permission from doctor.
VOMITTING OR DIARRHEA	Variable	Variable	Exclusion from school is required for 24 hours after the last episode.

Any student running a temperature of 100 degrees or more may be excluded from school. They may not return until they have been fever free without medication for 24 hours.

Adoption Date: November 7, 2022

Revision Date(s):

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